

General Data Protection Regulation

Friends of Thurston Library

DATA PRIVACY NOTICE

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Friends of Thurston Library Data Protection Co-ordinator:

Peter Robinson:

Phone: 07814 946841:

Email: pjands99@gmail.com

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The General Data Protection Regulation (GDPR) governs the processing of personal data:

2. Who are we?

The Friends of Thurston Library are the data controllers. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Friends of Thurston Library comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of Thurston library.
- To manage our volunteers.
- To maintain our own accounts and records.
- To inform you of news, events, activities, and services running at our library.
- To use photographs taken with permission at library events and posted on our website and Facebook page.

4. What is the legal basis for processing your personal data?

- Consent of the data subject so that we can keep you informed about library news and events.
- Processing is carried out by a not-for-profit body, provided: -
 - The processing relates only to members or former members of the Friends of Thurston Library, (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the group with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guidance of the Information Commissioners Office.

Contacts will be stored securely until the data subject requests their information to be removed or they are no longer members of the Friends of Thurston Library.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data, which the Friends of Thurston Library holds about you.
- The right to request that the Friends of Thurston Library correct any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Friends of Thurston Library to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *(Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means)*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Offices.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new “Consent Form” prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

(Consent)

By signing this form, you are confirming that you have read this Data Protection Notice and that you are consenting to the Friends of Thurston Library holding and processing your personal data for the following purposes (please tick the boxes below, where you are happy to grant consent): -

Name:.....

Address.....

Post Code.....

Telephone..... Mobile.....

Email address.....

to keep you informed about news, events, activities and services associated with the Thurston Library;

to publish photos on the Friends of Thurston Library website and Facebook Page when taken at official events connected with The Library.

all the above.

Please tick one or more of the boxes below to let us know how you would prefer us to contact you.

By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the Data Protection Coordinator: email: pjands99@gmail.com

Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

SIGNED..... DATED.....

