

**FRIENDS OF WOODBRIDGE LIBRARY (FOWL)
DATA PROTECTION POLICY**

MAY 11 2018

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our Members, how we use it, and how we keep it secure. It also explains the Members' rights in relation to it.
- 1.2 We may collect, use and store limited personal information about our Members, as described in this Data Protection Policy and as described when we request the information.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. If we do so, we will notify our Members promptly. Our website: www.suffolklibraries.co.uk/FOWL and the FOWL notice-board will display any amendments, which will not be made retrospectively.
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal information. Further details on the GDPR can be found at the website of the Office of the Information Commissioner: www.ico.org.uk
- 1.5 For the purposes of the GDPR, we will be the "controller" of all personal data we hold about Members.

2. What is FOWL?

- 2.1 We are Friends of Woodbridge Library
Woodbridge Library
New Street
Woodbridge IP12 1DT

Telephone: 01394 446 510

Email friendsofwoodbridgelibrary@gmail.com

- 2.2 Friends of Woodbridge Library is Registered Charity number 1176811. We are a Charitable Incorporated Organisation under the Charity Act.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Members' names, addresses, telephone numbers, e-mail addresses	Managing the membership of FOWL and communicating with Members via newsletters, notices, etc.	Members agree to provide this information under the terms permitted by the GDPR and set out on the FOWL membership form

Photos and videos of Members and their family members.	Putting images on FOWL's website and social media pages and using in other publicity.	We will obtain the Member's explicit consent on any occasion where photos and/or videos are made for the stated purposes. No use will be made of the images without that consent.
Information related to financial dealings with FOWL.	Managing FOWL's responsibilities as a Registered Charity.	To fulfil FOWL's responsibilities as a registered charity.

4. **How we protect Members' personal information**

- 4.1 We will not transfer Members' personal information outside the UK without their consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Paper records are kept in a secure filing cabinet under the control of the FOWL Trustee appointed by Suffolk Libraries.
- 4.3 We note that transmitting information to and from us over the internet is not guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online, we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to risk.

5. **Who else has access to the information you provide us?**

- 5.1 We will never sell Members' personal information. We will not share it with any third parties without the Member's prior consent (which they are free to withhold) except where required to do so by law.
- 5.2 We may pass Members' personal information to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services on our behalf (e.g. to print newsletters and send mailings). However, we disclose only what is necessary to deliver the service and we would have a contract in place that requires them to keep the information secure and not to use it for other purposes.
- 5.3 We give the Suffolk Libraries' professional management staff access to Members' personal information solely for use in providing services to FOWL.

6. **How long do we keep your information?**

- 6.1 We will hold Members' personal data on our systems for as long as they are Members of FOWL and for as long afterwards as is necessary to comply with

our legal obligations. We will review your personal data every year to establish whether we are still entitled to it. If we decide that we are not entitled to do so, we will stop using your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations, e.g. compliance with tax requirements and Charity Commission rules, and the establishment, exercise, or defence of legal claims.

6.2 We securely destroy all Members' financial information once we have used it and no longer need a record of it.

7. **Members' rights**

7.1 We tell Members that they have specific rights under the General Data Protection Regulation:

- (a) to access their personal data,
- (b) to be provided with information about how their personal data is used,
- (c) to have their personal data corrected and updated on request,
- (d) to withdraw consent to their personal data being held by contacting the FOWL Secretary via e-mail or letter.
- (e) to have their personal data erased from our records in certain circumstances, as allowed by law,
- (f) to object to or restrict how their personal data is processed and used,
- (g) to have their personal data transferred to themselves or to another organisation in certain circumstances.

7.2 Members have the right to take any complaints about how we manage their personal information to the Information Commissioner:

www.ico.org.uk/concerns/

Telephone: 0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data management practices to our Secretary at friendsofwoodbridgelibrary@gmail.com