



Supporting Christian Churches & Chapels in Essex & East London

General Data Protection Regulation (“GDPR”) – Privacy Notice

What personal data does the Friends of Essex Churches Trust (“FECT”) collect?

The data we routinely collect includes members’ names, addresses, email addresses. We collect this data directly from our members when they join the Trust.

We also collect data from other people: applicants for membership; donors and supporters; people booking events; people purchasing Christmas cards; people making applications for church grants; participants in the Ride+Stride; sponsors of the Ride+Stride; and stall holders at the Christmas Fair.

What is this personal data used for?

We use members’ data for the administration of your membership; the communication of information, the distribution of our publications and the organisation of events. We may provide your name and address to a printer for the sole purpose of sending out the *News & Annual Report*, the *Notice of Annual General Meeting* and information concerning events, etc.

Who is your data shared with?

Your personal data may be shared with Eventbrite and MailChimp where booking events and communicating with members, etc. are concerned.

Where does this data come from?

Data for most of our members comes from them when they join FECT or when they update their information.

How is your data stored?

This information is mainly stored in digital form on computers. Information is stored in compliance with the GDPR.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring FECT discharges its obligations under the GDPR is the Secretary, currently Martin Stuchfield.

Who has access to your data?

Trustees and Committee members of FECT will have access to members’ data in order for them to carry out their legitimate tasks for the organisation.

PATRONS: THE LORD LIEUTENANT OF ESSEX · THE BISHOP OF CHELMSFORD · THE BISHOP OF BRENTWOOD

Vice-Chairman and Hon. Secretary: H. Martin Stuchfield, M.B.E., J.P., D.L., F.S.A., F.R.Hist.S. · Pentlow Hall · Pentlow · Essex CO10 7SP · martinstuchfield@pentlowhall.uk

Registered Charity No. 236033

What is the legal basis for collecting this data?

FECT collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

For some data, such as that relating to financial matters (Banker's Order, Gift Aid Declarations, etc.), the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Secretary at martinstuchfield@pentlowhall.uk.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does FECT collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

The FECT may collect such data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we are able to provide you with in the way of written information, so you would not be able to get the *News & Annual Report*, the *Notice of Annual General Meeting* and information concerning events in printed form or any other benefits that require a mailing address.
- You may choose not to receive information emails from FECT
- Any of these options can be implemented by contacting the Secretary at martinstuchfield@pentlowhall.uk.
- You have the right to complain to the Information Commissioner's Office.

How long we keep your data for, and why?

We will delete members' data within 28 days of a member leaving or at a member's request. Exceptionally we may retain the data of a lapsed member while correspondence about membership is in progress. While we recognise that members normally wish to receive membership information and there is no need to notify us of this after joining, we will not send any marketing materials such as fundraising appeals to any member or to any other person whose data we hold without checking consent at the time. We will not keep the data of non-members for longer than one year from the date of collection without re-checking consent.

Membership

If you are not a member of FECT but you would like to become a member, we would be delighted if you would consider joining us. Please email our Honorary Membership Secretary, Catherine Arnold at caff.arnold@googlemail.com or visit our website www.foect.org.uk. Do feel free to pass on our details to friends and family who may also be interested in joining.