

## **FRIENDS OF READING ABBEY**

### **PRIVACY STATEMENT**

The General Data Protection Regulations come into effect in May 2018. They apply to all organisations that handle personal data.

Friends of Reading Abbey (FORA) take seriously your privacy and personal data seriously. This is to let you know how we use your personal information responsibly and securely.

#### **1. Information about you**

1.1 We will collect and hold personal information from individual members when you join our organisation as a subscribing member. The data we hold is your name, postal address and email address. We may also hold your telephone number(s) if you give them to us.

1.2 This data is held and accessed solely by members of the FORA Committee. The Treasurer maintains the membership list as an Excel spreadsheet, which records the name, address and email address of all members. The Secretary and Newsletter Editor also have email circulation lists of all members with email addresses, which we use to communicate electronically with our members.

1.3 We may hold contact information from people who have contacted us with an enquiry, or who are interested in helping our aims and legitimate interests as a voluntary body, which are to promote awareness of Reading Abbey, to encourage interest in and understanding of its history and architecture, and to support the preservation of the Abbey Ruins.

#### **2. How we use your information**

2.1 Your personal information will only be used to communicate with you as a member and to facilitate your membership of FORA (including providing a reminder if it has lapsed). We will send you a Newsletter three times a year, supplemented by regular email updates (at least monthly) giving details of activities, events or meetings, and information relating to FORA, Reading Abbey and the Abbey Quarter that we think might interest you. Your request to join FORA will be treated as your consent for us to process your data for the purposes set out in this paragraph.

2.2 If you are one of our officers or Committee members we may share your information with one of our partner organisations, including Reading Borough Council, to promote work linked to FORA's aims. Normally this will be agreed beforehand by the Committee.

2.3 We do not and will not share our membership list with any other body. We will not give personal details of any individual member who is not an officer to any other body without your prior agreement.

2.4 If we wish to use your information for any other purpose, we will contact you to seek your consent before doing so.

#### **3. Security**

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. We will normally communicate with you by email. Such communications won't be encrypted and if you would prefer us not to communicate with you in this way, please let us know using the address in para 6.1 below.

3.2 Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

#### **4. Retention**

4.1 We will keep your personal data for as long as you remain a member and thereafter keep only that data necessary to meet the requirements of our legitimate interests. If your membership subscription lapses we will retain all your data until you confirm you no longer wish to be a member or for a further year, whichever is the shorter. We will retain your name, and dates of joining and leaving, for our own historic records.

4.2 We will keep the personal data of officers and committee members for as long as necessary to comply with our legitimate interests.

#### **5. Cookies**

5.1 We do not use cookies on our website.

#### **6. Other information**

6.1 At any time you have the right to be told about the information we hold about you and the purposes we are using it for. You can ask us to stop or restrict our processing of your information, require us to correct information we hold about you that is wrong or to erase all the information we hold about you. You can also ask for a machine-readable copy of your information to provide to other organisations or individuals. If you want us to do any of these things then please email us at [secretary@readingabbey.org.uk](mailto:secretary@readingabbey.org.uk) or write to him at 5 Melrose Avenue, Reading RG6 7BN.

6.2 The Data Controller is the Friends of Reading Abbey. Its Secretary can be contacted as set out in 6.1 above.

6.3 If you are dissatisfied with the way FORA has processed your personal data you should raise your concerns with us. If you are dissatisfied with the way we have handled your complaint you can ask the Information Commissioner to look into the matter. Details about how to do this can be found at <https://ico.org.uk/concerns/>

Secretary, FORA  
May 2018