

DATA PRIVACY NOTICE

THE FRIENDS OF LUDLOW MUSEUM

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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

How do we process your personal data?

The Friends of Ludlow Museum, charity No. 528426 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 the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services;
- To inform of events that might be of interest.

What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.

Sharing your personal data:

Your personal data will be treated as strictly confidential.

How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin"

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 which The Friends of Ludlow Museum holds about you;
- The right to request that The Friends of Ludlow Museum corrects any personal data if it is found to be inaccurate or out of date;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 Ludlow Museum to retain such data;
The right to lodge a complaint with the Information Commissioners Office.

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 notice explaining this new use 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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Tony Mahalski, Data Protection Officer, email: tonyatnumber9@gmail.com

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