



Friends of Carlisle Cathedral

General Privacy Notice

This Privacy Notice explains how the Friends of Carlisle Cathedral protects and manages any personal data that is shared with us and that we hold, and how we collect, process, protect and share that data.

When we say 'we' we mean the Executive Committee of the Friends of Carlisle Cathedral ('the FCC'). The FCC is the data controller for information in this Privacy Notice. This means we are responsible for deciding how we can use personal data. The FCC is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

What information does the FCC collect?

The FCC collects and processes information primarily from its members including the following:

- Name, address and contact details, including email addresses and telephone numbers;
- Where they are relevant to FCC activity, or where provided to us, we may process demographic information such as gender, age, date of birth, marital status, nationality.
- When donations or payments are made for activities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers;
- The data we process is likely to constitute sensitive personal data because, as an organisation which supports Carlisle Cathedral, the fact that we process personal data at all may be suggestive of a person's religious beliefs.

We collect this information in a variety of ways. We may collect information in different places including directly from someone who joins the Friends; from other organisations such as Carlisle Cathedral; or from publicly available sources. Data is stored in a range of different places, including filing cabinets and the IT and email systems of Grainger Platt for the purpose of administering the Friends.

Why does the FCC process personal data?

Most of our data is processed because it is necessary for our legitimate interest which is administering the activity of the Friends, or the legitimate interests of a third party (such as Carlisle Cathedral whom we support). Examples of this would be our charitable activities and fundraising events. We may also process personal data in compliance with a legal obligation. We always take into account the interests, rights and freedoms of those whose personal data we collect. We may also send out communications which have either been requested and or that we think may be of interest to our members. These may include information about Cathedral or FCC activities such as Cathedral services and events or other fundraising activities.

Who has access to data?

All personal data will be treated as strictly confidential. Personal information will be shared within FCC and with Carlisle Cathedral, and relevant personnel at Grainger Platt, or necessary or where we have been given consent.

How does the FCC protect data?

The FCC takes the security of personal data seriously. The FCC and Carlisle Cathedral have internal policies and controls in place to try to ensure that any personal data relating to the Friends that it holds or processes is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees or clergy in the performance of their duties.

Where the FCC engages third parties to process personal data on its behalf, including Grainger Platt, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the FCC keep data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your personal data on request;
- require the FCC to change incorrect or incomplete data;
- require the FCC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s));
- object to the processing of your data where the FCC is relying on its legitimate interests as the legal ground for processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims; and
- ask the FCC to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the FCC's legitimate grounds for processing data;
- request that we transfer some of your data to another controller.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee. If you would like to exercise any of these rights, please contact the Friends Membership Secretary at the address below.

Further processing

If we wish to use personal data for a new purpose, not covered by this Privacy Notice, then we will provide 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 prior consent to the new processing.

Changes to the FCC Privacy Notice

We keep our Privacy Notice under regular review and we will place any updates on the website https://www.carlislecathedral.org.uk/friends_of_carlisle_cathedral. This Privacy Notice was last updated in May 2018.

Data Controller – contact details for the Data Controller as follows:

The Membership Secretary
Friends of Carlisle Cathedral
c/o Grainger + Platt
3 Fisher Street
Carlisle
CA3 8RR

Or contact

The Membership Secretary
Friends of Carlisle Cathedral
7 The Abbey
Carlisle
CA3 8TZ

If you believe that the FCC has not complied with your data protection rights, you can complain to the Information Commissioner's Office at www.ico.org.uk