



## **1. WHAT WE NEED.**

In compliance with General Data Protection Regulations implemented in the EU and UK, we need to have your formal permission to hold and use the personal information we have on you. Friends of Clapham Common (hereinafter The Friends) will be what is known as the 'Data Protection Controller' of the personal data you have provided, in written and/ or in digital format, during your application to become a member of The Friends or make a donation or join our mailing list. We only collect basic personal data about you, which does not include any special types of information. This does however include name, postal address, email, phone number, subscription dates, payments, whether you pay UK tax in case of Gift Aid etc.

## **2. WHY WE NEED IT.**

We need to know your basic personal data in order to administer our members database, to thank you for your donation, and/or add you to our mailing list and/or to submit claims to HMRC for Gift Aid. We will not collect any personal data from you that is not needed to provide this service.

## **3. WHAT WE DO WITH IT.**

All personal data we process is handled by The Friends' Data Protection Controller and is stored on computers and servers in the UK. No third parties have access to your personal data, unless the law allows them to do so.

## **4. HOW LONG WE KEEP IT.**

We keep your personal data for as long as you remain a member of The Friends, and/or are on our mailing list or have made a Gift Aid eligible donation (for a period prescribed by HMRC). If you notify us that you no longer wish to remain a member of The Friends and/or wish to be removed from our mailing list, all your personal data stored on that list kept by us will be destroyed. You can unsubscribe to either or both at any time by email or by letter.



## 5. WHAT WE USE THE DATA FOR.

We will use the personal data collected to notify you about invitations to become a member, the renewal of your membership, and general news and events supported by related to The Friends and to make Gift Aid claims to HMRC.

## 6. WHAT ARE YOUR RIGHTS?

If at any point you believe that the personal data we hold on you is incorrect, you can request to see this information and have it corrected or deleted free of charge. We will handle your request for information without delay and at the latest within one month of receiving your request.

If you wish to raise a complaint about how we have handled your personal data, you can raise this matter with our Data Protection Officer by emailing [friends@claphamcommon.net](mailto:friends@claphamcommon.net) who will investigate your complaint. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can refer this to the UK Information Commissioner's Office (ICO).