



The Friends of Wareside Church

175 YEARS OF SERVICE

The Friends of Wareside Church

PRIVACY POLICY

Data Protection Privacy Policy

This Privacy Policy (the Policy) describes how The Friends of Wareside Church collects, uses and shares the information you provide to us and the information we collect in the course of operating our charity.

In this Policy when we refer to ~~we/us/our~~ we mean The Friends of Wareside Church (a charitable incorporated organisation whose registered office is Easney Farms, Estate Office, Watersplace, Herts SG12 7QQ. Registered with the Charity Commission in England . number 1166624).

We may revise this Policy from time to time.

This Policy describes:

- The information that we collect
- How we use the information we collect
- How we share information with third parties
- Keeping your information and information security
- Your choices and rights
- How to contact us and other important information

The information we collect and where we get it from

~~Personal Information~~ is any information that can be used to identify you or that we can link to you and which we have in our possession or control.

We will collect and process the following personal information about you:

Information that you provide to us or which we otherwise hold

We will process personal information that you give to us including when you email or write to us or when you provide us with services. This may include name, email address, postal address and phone number.

How we use the information we collect

We may do the following with your personal information:

1. Use it to communicate with you in connection with our events or work.
2. Use it to pursue our legitimate interests including in particular our charitable work.
3. To comply with legal and regulatory obligations that we have to discharge.
4. Use it to establish, exercise or defend our legal rights, and
5. Use it to look into any complaints or queries you may have.

Grounds for using your personal information

We rely on the following legal grounds to process your personal information, namely:

- **Consent** . we may need your consent to use your personal information. You can withdraw your consent by contacting us (see below).
- **Performance of a contract** . we may need to collect and use your personal information to enter into a contract with you or to perform our obligations under a contract with you.
- **Legitimate interest** . we may use your personal information for our legitimate interests, some examples of which are given above.
- **Compliance with law or regulation** . we may use your personal information as necessary to comply with applicable law/regulation.

How we share information with third parties

We may share your personal information with trusted third parties. This may include:

- Third party agents, suppliers or contractors, bound by obligations of confidentiality, in connection with the processing of your personal information for the purposes described in the Policy.
- Third parties relevant to our charitable purposes. This may include other professional service providers, regulators, authorities and government institutions.
- To the extent required by law, regulation or court order, for example, if we are under a duty to disclose your personal information in order to comply with any legal obligation.

We will not sell your data to anyone else.

Keeping your information and information security

How long we hold your personal information for will vary and depend principally on:

- the purpose for which we are using your personal information . we will need to keep the information for as long as is necessary for the relevant purpose; and
- legal obligations . laws or regulation may set a minimum period for which we have to keep your personal information.

We will ensure that the personal information that we hold is subject to appropriate security measures.

Your choices and rights

You have a number of legal rights in relation to the personal information that we hold about you and you can exercise your rights by contacting us using the details set out below.

These rights include:

- Obtaining information regarding the processing of your personal information and access to the personal information which we hold about you.
- Requesting that we correct your personal information if it is inaccurate or incomplete.
- Requesting that we erase your personal information in certain circumstances.
- Objecting to, and requesting that we restrict, our processing of your personal information in certain circumstances.
- In some circumstances, receiving some personal information in a structured, commonly used and machine-readable format and/or requesting that we transmit that information to a third party where this is technically feasible. Please note that this right only applies to personal information which you have provided to us.
- Withdrawing your consent where provided, although in certain circumstances it may be lawful for us to continue processing without your consent if we have another legitimate reason (other than consent) for doing so.
- Lodging a complaint with the Information Commissioner, if you think that any of your rights have been infringed by us.

How to contact us and other information

If you would like further information on the collection, use, disclosure, transfer or processing of your personal information or the exercise of any of the rights listed above, please contact us. You can do this by emailing us at:

friendsofware@side@gmail.com