

# Anglican-Lutheran Society

Registered Charity No. 1015153

## DATA PRIVACY NOTICE

### 1. 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").

### 2. Who are we?

The Executive Committee of the Anglican-Lutheran Society is the Data Controller (contact details below). This means we decide how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Data Controller complies 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 enable us to promote the object of the Society as defined in the Constitution for the benefit of its members and people who are sympathetic with that object;
- To administer membership records;
- To fundraise and promote the object of the Society;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform members of news, events, activities and services arranged by the Society and matters of particular relevance or interest to its members that are arranged by other agencies;
- To provide members with the Society's newsletter 'The Window' whenever it is published.

### 4. What is the legal basis for processing your personal data?

- Explicit consent given by you, the data subject, so that we can keep you informed about news, events, activities and services, process your gift aid donations and keep you informed through our newsletter 'The Window':
- Processing is carried out by the Society as a not-for-profit body with political, philosophical and religious aims, provided: a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and b) there is no disclosure to a third party without consent.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Society in order to carry out a service to other members or for purposes connected with the Society. We will only share your data with third parties with your consent.

## 6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the Information Commissioners Office for no longer than is necessary for the purpose for which we obtained it. Specifically, we retain membership records while they are still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year in which a gift aid claim was last made on a member's giving.

We ensure that personal data is disposed of when no longer needed so as to reduce the risk that it will become inaccurate, out of date or irrelevant.

## 7. 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 of your personal data which the Anglican-Lutheran Society holds about you;
- The right to request that the Data Controller corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data be erased where it is no longer necessary for the Data Controller to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request the Data Controller to provide you, the data subject, with your personal data and where possible to transmit that data directly to another data controller (this is known as the right to data portability) where applicable. [This only applies where you have given your consent to the processing and when the Data Controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Transfer of Data Abroad

If your personal data is to be transferred to countries or territories outside the EU the Data Controller will first obtain your consent and will provide you with details of how the data will be protected, together with details of how you can obtain copies of the relevant safeguards.

## 9. Automated Decision Making

The Data Controller will provide you with details of any automated decision making, together with information about the logic involved and the significance and consequences of the processing for you.

## 10. 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.

## 11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary of the Anglican-Lutheran Society, 10 Sandwich Street, London WC1 9PL or by email at [angluthsociety@outlook.com](mailto:angluthsociety@outlook.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.