

The Friends of the Moot Hall Organ Privacy Policy

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, including email addresses)
- If you visit the Moot Hall you may appear in still images or video recordings

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Maintaining membership records
- Financial reporting including Gift Aid reclaims
- Administration of the charity to ensure compliance with its Rules

We use the information that you have given us in order to:

- Comply with our legal obligations
- Raise funds
- Market our services and activities

We may share this information with HMRC. We will only share your data with other third parties in the following circumstances:

- You have provided your explicit consent for us to pass it to a named third party
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors
- We are required by law to share your data

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is a legal obligation

How we store your personal information

Your information is securely stored by a variety of technical and physical processes to prevent unauthorised access including firewalls, encryption and lockable offices.

We keep data in an identifiable format for as long as we need it to fulfil our legal or regulatory obligations to enable us to provide our services and activities. We will then dispose your information by removal from all devices and storage facilities where it has been kept.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us as detailed above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us please contact us as detailed above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>