

The Nether Alderley 200 Club

Privacy Policy

Introduction

The Nether Alderley 200 Club is operated on behalf of the Friends of St Mary's Church, Nether Alderley. We pride ourselves on being open and transparent with our members about how their personal data is used and the processes we adopt when we ask for contributions and subscriptions to keep our organisation running.

This Privacy Policy explains what personal data we may collect about you, how we use it, and the steps we take to ensure that it is kept secure. We also explain your rights and how to contact us.

Links through other websites

Please note, the St Mary's Church Website has links relating to the Nether Alderley 200 Club – this website is not controlled by us. These links are provided for your convenience. We are only responsible for our privacy practices and our security. We recommend that you check the privacy and security policies and procedures of each and every other website that you visit and each organisation that holds your personal data.

Legal compliance

Unless stated otherwise, Nether Alderley 200 Club is the data controller in respect of all personal data collected by us in regards to your subscription and membership of the 200 Club lottery/draw or otherwise. This means that we are responsible for ensuring that we do so to the best of our ability to meet full compliance of the handling and storing of Personal Data governed by the General Data Protection Regulation, all other related privacy laws and any codes of practice issued by the Information Commissioner. Our intention is to be compliant, user friendly and to ensure our supporters/subscribers only receive information they are interested in.

BY USING LINKS ON THE ST MARY'S CHURCH WEBSITE AND/OR GIVING PERSONAL DATA TO US YOU INDICATE THAT YOU CONSENT TO US USING YOUR PERSONAL DATA IN ACCORDANCE WITH THIS PRIVACY POLICY

Why we collect personal data

We collect information in order to make better decisions about how we raise and spend funds raised for St Mary's Church. The charity fundraising group you are supporting (The Nether Alderley 200 Club) relies on the people living in its local community for support - both financially and in kind. By gathering information about our community we can fundraise more efficiently and get the right information to the right people based on what they want to see. Ultimately this means Nether Alderley 200 Club is able to continue to provide the excellent services and support needed in helping make contributions towards the day-to-day expenses in running St Mary's Church.

Personal data we collect and its sources

We may obtain personal data face to face, electronically, on paper (such as any form you complete) or verbally (such as during any telephone conversations we have with you).

The information may come to us:

- **directly from you** such as when you join **The Nether Alderley 200 Club**, when you sign up and agree to making monthly/annual subscriptions; make a donation; when you sign up to an event or activity; or when you sign up as a volunteer.

- **from another organisation** for example, the Parochial and Electoral Lists as from such sources who may share your personal data with us if you allow them to do so..

Information about other people

If you provide personal data to us relating to any person other than yourself, you must ensure before you do so that they understand how their personal data will be used and that you are authorised to disclose it to us, and to consent to its use on their behalf.

Cookies

We do not currently use cookies but may look to do so in the future to record statistics about how you access the Nether Alderley 200 Club page on the St Mary's Church website for us. Please refer to their Privacy Policies for details.

You can choose not to accept cookies by setting the preferences on your internet browser. If you do not accept cookies this may affect your user experience or may impair or prevent some or all of the services that can be provided to you.

The personal data we collect

The type and quantity of personal data we collect and how we use it depends on why you are providing it. If you support us, for example, by joining **the Nether Alderley 200 Club**, making a monthly/annual subscription or a donation, volunteering, registering to fundraise, signing up for an event, we will usually collect your name, your contact details and bank/payment information. Occasionally we may ask for your date of birth, for example, if there is an age restriction that determines if you are lawfully allowed to take part in (e.g. lottery members must be over 16). Where it is appropriate we may also ask for your bank or credit card details (these are retained and used to establish either a monthly/annual Standing Order and/or Direct Debit

HOW WE WILL USE YOUR PERSONAL DATA

All personal data that we obtain about you and/or any other person whose details you provide will be recorded, used, and protected by us in accordance with current data protection law and this Privacy Policy. We will primarily use the personal data for the following purposes:

- **Administration.** To provide and facilitate your involvement in the monthly lottery/draw as per your request (including taking payments) and to communicate with you in this regard and to notify you of any winnings or in relation to the renewal of your subscription, or if there is a query or problem with your request
- **Payments.** To administer any contributions (including taking payments) you agree to make and to communicate with you in the event of a query
- **Personnel matters.** To administer your voluntary work where you become a volunteer associated in the running of the Nether Alderley 200 Club
- **Fraud prevention.** To detect and reduce fraud and credit risk
- **Lotteries regulation.** To comply with our obligations in regards of The Lotteries Act

Consent and lawful processing of personal data

The legal basis for the collection and use of your personal data is that by subscribing and having Membership to our 200 Club you have given your consent and/or that it is in our legitimate interests to do so in order to support the needs of **The Nether Alderley 200 Club** in the area and your rights and freedoms are not prejudiced by this.

Disclosing your personal data

We do not sell personal data

We may use third party electronic payment providers to administer some transactions. They have their own privacy policies and we encourage you to read them.

On a very rare occasion, we may need to disclose your details, if required, to the police, regulatory bodies or legal advisors or to comply with a court order or a legal obligation. In these circumstances we will be careful to only provide information that we are required to provide.

INVITATIONS, NEWSLETTERS, OFFERS and OPPORTUNITIES

Nether Alderley 200 Club would like to contact you and/or any person whose information you provide to us, to ask for support of our lottery activities, to provide newsletters and to provide details of other ways you can support fundraising along with offers and opportunities that are available and about a range of other initiatives in a number of ways, including by post, telephone, text message or by email.

The following gives you an idea of the types of information you may receive:

- Fundraising events and activities : Sponsored activities such as walks/runs, balls/dinners; in memoriam events, lottery activities, regular giving and general fundraising appeals
- Events and donation requests
- Volunteering: Opportunities to donate time

We will usually try to tailor the communications we send to you so that they are only relevant

Preferences / Subscribe / Unsubscribe

You and any other person whose personal data you have provided to us can change your/their mind about whether you wish to receive information.

You can change your preferences at any time by using any of the methods shown below (see the section '**Updating and correcting personal data**') or by following the instructions with each communication you/they receive.

Please note it may take up to one month for your changes to be implemented and for communications to cease.

DATA SECURITY

We take the security of personal data seriously and make every effort to safeguard personal data and have procedures in place to ensure that our paper and computer data and databases are protected against unauthorised disclosure, use, loss and damage.

Personal data in our databases is only accessible by volunteers who need to access your personal data as an essential part of their specific role within the Nether Alderley 200 Club.

DATA RETENTION

We will normally keep your personal data for seven years. If, after this point, you have not supported us or taken part in any of our events or activities we will keep only minimal personal data on a suppression list to ensure we can respect your preferences in the future.

We expect to contact you at least every year to ensure you are still happy to hear from us and renew your membership/subscription according to the preferences you have provided to us.

USE OF YOUR PERSONAL DATA OUTSIDE OF EUROPE

We do not knowingly currently transfer personal data outside of the United Kingdom or the European Economic Area. If this changes and we do need to transfer your personal data to other territories, we will take proper steps to ensure that it is protected in accordance with this Privacy Policy and applicable privacy laws.

CHANGES TO THIS PRIVACY POLICY

Privacy laws and practice are constantly developing and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We may, from time to time, update our security and privacy policies. If we want to make any significant changes in how we will use your personal data we will contact you directly and, if required, seek your consent.

UPDATING and CORRECTING PERSONAL DATA

You may update or correct your personal data by emailing our Membership Secretary Mrs Fiona Ablett fiona@abletts.co.uk or Chairman and Lottery License Holder Mr Stephen Maynard samaynard@dial.pipex.com with the necessary details and changes. Please include your name, address and/or email address when you contact us as this helps us to ensure that we accept amendments only from the correct person.

We encourage you to promptly update your personal data if it changes. If you are providing updates or corrections about another person, we may require you to provide us with proof that you are authorised to provide that information to us.

YOUR RIGHTS

You have a number of legal rights in respect of your personal data. These include:

- **access.** The right to receive a copy of the personal data that we hold about you. The same right applies to any other person whose personal data you provide to us. We will require proof of identity and proof of authority if the request comes from someone other than the person whose data we are asked to provide. This will ensure we only provide information to the correct person. We normally expect to respond to requests within 28 days of receiving them.
- **withdraw consent to direct marketing.** You can exercise this right at any time and can update your preferences yourself or ask us to do it for you.
- **rectification.** If you consider any of your personal data is inaccurate, you can ask us to correct this for you (
- **restriction.** In limited circumstances you may be able to require us to restrict our processing of your personal data. For example, if you consider what we hold is inaccurate and we disagree, the processing may be restricted until the accuracy has been verified.
- **erasure.** Where we have no lawful basis for holding onto your personal data you may ask us to delete it.
- **to complain to the Information Commissioner's Office.** You can find information on how to do this at www.ico.org.uk.

HOW TO CONTACT US

Email: **Membership Secretary Mrs Fiona Ablett** fiona@abletts.co.uk

Subscriptions Secretary Mrs Rachel Mogg rmoggtuls@hotmail.com

or

Chairman and Lottery License Holder Mr Stephen Maynard samaynard@dial.pipex.com