

The Friends of St Ebbe's Trust

Privacy notice

The Friends of St Ebbe's Trust (FoSE) counts it a privilege and serious responsibility to hold your personal information. We are committed to ensuring your privacy is respected, and that we comply with both the letter and spirit of all applicable laws, as is our Christian duty. We will do all we can to protect your privacy and to ensure that any personal information you share with us is stored securely and is only used in a manner that you have consented to or would expect. We will never sell information about you.

This notice tells you what information we collect, how we use and share the information, what your rights are, and finally, how you can contact us with questions or concerns.

Your personal data

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 a 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") and related regulations.

Who are we?

FoSE is a data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

How do we process your personal data?

FoSE 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 administer membership of FoSE;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news and events run by FoSE that may be of interest to you;
- To fundraise and promote the interests of FoSE.

What is the legal basis for processing your personal data?

We may process your personal data according any of the following permissible reasons:

- Where processing is necessary for carrying out our obligations under employment, social security or social protection law, or statutory obligations (e.g. for Gift Aid purposes);
- As a not-for-profit body with a religious aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- We have received your explicit consent so that we can keep you informed about news, events and activities.
- Where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other FoSE members in order for them to contact you to invite you to events or activities. Unless we receive your consent, your information will never be passed to other organisations.

How long do we keep your personal data for?

We keep data in accordance with the guidance set out by the Church of England in the guide '[Keep or Bin: Care of Your Parish Records](#)' which is available from the Church of England website. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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 FoSE holds about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability), where applicable.
- 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.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the FoSE Administrator, via fose@stebbes.org, or 2 Roger Bacon Lane, Oxford, OX1 1QE.

You can contact the Information Commissioners Office on 0303 123 1113 or [via email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.