

Privacy Notice

The purpose of this document

We want to tell you how we use your personal information. In this case it relates to contact details you have provided and we use, with your agreement, to keep you informed about events or services.

Data Controller:

The Friends of Castle Acre Church (registered as a charity with charity number 803210) of Tudor Lodgings, Castle Acre, Norfolk, PE32 2AN (“the Friends”). If you want more information, please contact the Friends’ secretary, whose details are mitch_3@icloud.com and 01760 755066. You also have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. Further information can be found at www.ico.org.uk.

What information we hold:

We hold your name, email address, postal address and telephone number. You have provided this information, and we ask for your assistance in keeping it up to date.

What we use the information for:

We use the information to keep you informed about events and services, including inviting you to attend the AGM and committee meetings if appropriate, receiving the annual newsletter and contacting you about the bookshop rota by contacting you by post, *phone* and by electronic communications including email.

Our legal basis for using your information:

This is with your express agreement (you can withdraw this agreement at any time by contacting the Friends’ secretary, whose details are mitch_3@icloud.com and 01760 755066).

If you choose not to give personal information:

You can choose not to give your personal information or withdraw your consent at any time. This means we will not be able to keep you up to date with events and services.

How we use your information to make automated decisions:

We do not intend to use your contact details to make automated decisions.

Where we store your data:

We store your information on our filing systems. This is not stored outside the European Economic Area.

How long will we retain your information for?

We retain your information only for as long as you continue to give your agreement to the Friends communicating with you to keep you informed. You can withdraw this agreement at any time and we will delete your contact details from our list.

Who we share your information with:

We will only use your data within the Friends to contact you for the purposes you have agreed to. Exceptionally, we may pass your information to a public authority where there is a legal requirement or it is otherwise in the public interest to do so.

Your rights:

You have rights to

- **Request access** to your personal information held by the Friends.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information
- **Object to processing.** You have the right to object where we are processing your personal information for direct marketing purposes. In this case, this would have the same effect as withdrawing your agreement, as above.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to exercise any of the rights referred to above, please contact the Friends' secretary, whose details are mitch_3@icloud.com in writing.