



Friends of
WINCHESTER
CATHEDRAL

Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

1. What information we collect, use, and why

We collect or use the following information:

- Names
- Telephone number(s)
- Email address(es)
- Addresses
- Payment or banking details
- Donation history
- Taxpayer information (for Gift Aid purposes)
- Photographs and videos of Friends events and activities.

We use this data to:

- Receive donations or funding
- Organise fundraising and membership activities
- Manage membership subscriptions
- Send you information about events, activities and fundraising appeals, which we think will be of interest to you
- Publicise the work of the Friends and recruit new members including press releases, social media postings, newsletters and the Cathedral Record where we include photographs and/or videos.

2. Lawful bases for the collection and use of your data

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

The Friends of Winchester Cathedral legal basis for collecting and using personal information for the purposes out in Section 1 above are:

Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

3. Your data protection rights

- a) **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- b) **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- c) **Your right to erasure** - You have the right to ask us to delete your personal information.
- d) **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- e) **Your right to object to processing** - You have the right to object to the processing of your personal data.
- f) **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- g) **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

4. Where we get personal information from

- Directly from you
- Family members or carers

5. How long we keep information

Retention periods for data are contained in the FOWC Data Retention Policy which can be found on the FOWC web page: [Winchester Cathedral | Friends](#)

6. Who we share information with

1. Data processors:

a) **Beacon CRM**

This data processor does the following activities for us: Database for collection and storing of personal data of the membership of the Friends of Winchester Cathedral.

b) **Charities Aid Foundation and Smart Debit**

This data processor does the following activities for us: Process the collection of subscriptions by direct debit.

c) **World Pay**
The data processor does the following activities for us: Process credit or debit card payments made to the Friends of Winchester Cathedral.

d) **HMRC**
This data processor does the following activities for us: Gift Aid

2. Other

a) **Winchester Cathedral**
We may also provide Winchester Cathedral staff with the names of members to ensure that they are given priority in their application for tickets for the carol service.

b) **Volunteers**
In order to save considerable sums in postage, some deliveries from The Friends are made by some of our members who volunteer to deliver to a few addresses near where they live. Consequently, the member who is responsible for deliveries to you will be made aware of your address.

7. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the following contact details:

The Friends of Winchester Cathedral

Post: 2 The Close, WINCHESTER, Hampshire, SO23 9LS

Telephone: 01962 857244

Email: lucy.hutchin@winchester-cathedral.org.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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