



## Privacy Notice

Under Data Protection legislation the Trustees of Friends of Leicester Cathedral are the Data Controller and the Data Protection Trustee acts as our Data Protection Officer.

We process personal data to help us:

- maintain our record of trustees and committee members;
- keep records of those who provide financial and other support;
- provide information to people who are interested in the work of Friends of Leicester Cathedral and of the Cathedral itself;
- maintain our accounts and records, including processing claims for Gift Aid;
- recruit, support and manage volunteers; and
- respond effectively to enquirers and handle any complaints.

Data Protection legislation allows us to process this information as we regard it as being in the Trust's legitimate interest. We will send you information about events and other information about the activities of the Friends and of the Cathedral itself (e.g. information about a child you sponsor) unless you tell us you no longer wish to receive this information from us. However, if we want to send information that is non-essential (i.e. not informing you about or thanking you for your current giving) using electronic means we will ask for your consent before doing so.

Your name and contact details will be held by the Membership Secretary in password protected documents. Financial records including Gift Aid forms will be held securely by the Treasurer (password protected for electronic documents and in a locked cabinet/drawer for physical records). If you cease to be a member of Friends of Leicester Cathedral then we will hold your information for as long as we need to in order to comply with legal requirements; this is currently 6 years for financial purposes.

We will not share information with third parties other than where there is a legal obligation to do so, or because the third party is acting on behalf of Friends of Leicester Cathedral. There may be circumstances in which Leicester Cathedral is a third party acting on our behalf.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Membership Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

### *Contact information*

Penny Russell, Membership Secretary  
[pennyrussellg47@gmail.com](mailto:pennyrussellg47@gmail.com)

Andy Brockbank, Data Protection Trustee  
[Friends@LeicesterCofE.org](mailto:Friends@LeicesterCofE.org)  
0116 261 5312