



Privacy Notice for Friends of the Master's House

Information Held About you

In order to provide information about the activities and events and the Friends of the Master's House organisation, it is necessary for us to collect and hold personal information about you. This information will include:-

- For members of the Friends: title, first name and surname, address, telephone number, and email address
- For supporters of the Friends: title, first name, surname and email address
- For any further involvement by supporters: further details such as telephone and address

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is a member of The Friends of the Master's House.

The other Data Controller is the Chairperson of the Friends

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:-

- Inform you of events and activities organised from the Master's House
- Invite you to participate in activities to help the running of Friends activities in support of the heritage aims of the group

What is the legal basis for us to process your data?

The legal basis for processing the data is

- *your consent, which you can withdraw at any time by notifying us*

We will not share your information with anyone other than the Friends

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for the period of your membership either of the Friends of the Master's House and/or membership of the Supporters Group. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to The Friends of the Master's House, The Master's House, St Katherine's, Bye Street, HR8 1EA or via email, supporters@themastershouseledbury.org

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and provide delivery of the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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