



Friends of the Spode Museum (FOSM)

DATA PRIVACY NOTICE

- 1. Your personal data – what is it?** 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 the 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').
- 2.** The Committee of Friends of the Spode Museum (FOSM) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.
- 3. How is your personal data processed?** FOSM 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. FOSM uses your personal data for the following purposes:
 - To administer membership records.
 - To promote the interests of FOSM.
 - To claim Gift Aid where appropriate.
 - To maintain its own accounts and records.
 - To inform members of news, events and activities.
 - To contact members.
- 4. What is the legal basis for processing your personal data?**
 - Explicit consent of the data subject so that FOSM can keep members informed about news, events, activities and services.
 - Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
 - Processing is carried out by a not-for-profit body and relates only to members or former members (or those who have regular contact in connection with those purposes) and there is no disclosure to a third party without consent.
- 5. Sharing your personal data** FOSM will not share your personal data with third parties without your consent.
- 6. How long is your personal data retained?** FOSM retains membership data whilst it is still current and for up to 6 years after a member leaves.

- 7. Your rights and your personal data** Unless subject to an exemption under the GDPR, members have the following rights with respect to their personal data:
- The right to request a copy of your personal data which FOSM holds about you.
 - The right to request that FOSM corrects any personal data if it is found to be inaccurate or out of date.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 FOSM to retain such data.
 - The right to withdraw your consent to the processing at any time.
 - 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 lodge a complaint with the Information Commissioners Office.
- 8. Further Processing** If FOSM wishes to use a members' personal data for a new purpose, not covered by this Data Protection Notice, then it will provide members 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, FOSM will seek members prior consent to the new processing.
- 9. Contact Details** To exercise all relevant rights, queries of complaints please in the first instance contact The FOSM Committee via the Secretary at 102 Kineton Green Road, Solihull, West Midlands B92 7EE or by email to friendsofspodemuseum@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.