



Friends of Southwold Library

## Data Protection Policy 2018

The trustees of the Friends of Southwold Library recognise their duties to ensure the charity complies with the Data Protection legislation and protects the confidentiality and privacy of its supports and sponsors. The work of the charity is dependent on the goodwill of the supporters and on their confidence in the officers to run the affairs of the charity correctly. A breach in data protection could be highly detrimental to the work of the charity so every care must be taken to prevent this.

**Data** held by the charity is the names, addresses and email addresses of members and patrons which is used to inform them of events, information and news relating to Southwold Library and for collecting gift aid.

Only the absolute minimum amount of information is collected to be able to inform members and patrons and it is not used for any other purpose.

The data is not shared with any other organisation.

The charity is the data controller for this information.

**Data subjects** are informed of their rights when they sign up

- that their data will not be shared or used for any other purpose.
- They may withdraw from the mailing list at anytime
- They may make anonymous donations if they wish
- Their data will be deleted if they wish to end their connection with the charity
- They may see what data the charity holds relating to them, and amend it if needed.

**Disclosure of data** to anyone other than the data subject is forbidden under normal circumstances. However the charity needs to provide HMRC with details of taxpayers to obtain the Gift Aid. The charity also has a legal duty to disclose information to investigative authorities such as the police if requested to do so.

**Data Security.** The data is not shared within the charity. The mailing list is held by the Manager of Southwold Library. The Treasurer holds data appropriate for the claiming of gift aid.

**Subject Access.** If anyone wishes to access their data or wishes to exercise their rights to have their data amended or deleted, they should contact the Manager of Southwold Library. If anyone has any queries about this policy, they should contact the Chairman of the charity who acts as the Data Protection Officer.

John Verity  
Chair, Friends of Southwold Library