

Friends of the Priaulx Library Privacy Policy, January 2021.

PURPOSE OF THIS PRIVACY POLICY: The Friends of the Priaulx Library (FoPL) is the controller and responsible for the personal data collected and used in accordance with this Privacy Notice.

FoPL respects your privacy and is committed to protecting your personal data. This Privacy Notice will inform you about how we look after your personal data when you become a member of the FoPL or visit our website and tell you about your privacy rights and how the law protects you. It is important that you read this privacy notice so that you are fully aware of how and why we are using your data.

DATA WE COLLECT ABOUT YOU: Personal data, or personal information, means any information about an individual from which that person may be identified. It does not include anonymous data. We may collect, use, store and transfer different kinds of personal data as follows:

- Identity data includes first name, last name, username or similar identifier and title.
- Contact data includes address, email address and telephone numbers.
- Transaction data includes details about subscription payments from you.

HOW IS YOUR PERSONAL DATA COLLECTED? You provide us with your Identity and Contact details when you fill in our Membership Form or by corresponding with us by post, email or otherwise. By signing the form, you are consenting to our using your data.

HOW DO WE USE YOUR PERSONAL DATA? We will maintain membership records to use your personal data to carry out the work of the FoPL, by providing information about events arranged by us or in which we are involved, for example at the Priaulx Library Open Days, the Viaer Marchi, Seafront Sundays, Charity Fayres, and by sending you our regular Newsletter. With their consent, new members' names will appear in the Newsletter. This is the legal basis for holding your data.

WITHDRAWING CONSENT: You may withdraw your consent to our using your data as set out above, by contacting us using the details in 'Getting in touch with us' below.

WHAT RIGHTS DO YOU HAVE? You have the right to ask us for a copy of your personal data, either electronically or as a hard copy, and to request that we correct, delete or restrict (stop any active) processing of your personal data, using the contact below.

HOW LONG WILL WE REGAIN PERSONAL DATA? We will retain personal data for 24 months after there has been no subscription or other contact from you.

GETTING IN TOUCH WITH US: We can be contacted at info@friends.org.gg by email, or in writing to: Friends of the Priaulx Library at The Priaulx Library, Candie Road, St. Peter Port, GY1 1UG.