



The Friends of Sonning Common Library

Data Protection Policy

Document History

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PRIVACY NOTICE

The Friends of Sonning Common Library, (FoSCL) believe that transparency is the key to any healthy relationship. We appreciate that you are trusting us with information that is important to you, and we want to be transparent about how we use it.

Here we describe our privacy practices. You will learn about the data we collect, how we use it and the measures we take to keep it safe.

1. INFORMATION WE COLLECT

When you become a Volunteer or a Friend of Sonning Common Library, (FoSCL) we collect and store the following information.

- Your name
- address
- email address
- telephone numbers

In respect of Friends we also hold

- details of contributions made
- terms of membership
- whether gift aid may sought

We collect this information from your application forms and through Oxfordshire County Libraries Volunteering process.

This is the only information you have to provide to become a Friend or Volunteer of Sonning Common Library.

As a Charity recognized by HMRC for legal purposes, the Trustees of Friends of Sonning Common Library consent to us holding additional data on them.

2. PAYMENT

If you become a member of FoSCL we ask you to contribute an annual payment.

This can be paid to FoSCL by cash, cheque or BACS transfer, we do not keep any records of your bank account details.

3. HOW YOUR INFORMATION IS STORED

We hold your data securely and restrict access to it. The named Officers of FoSCL have access to it for rota planning, information giving and accountancy purposes.

All the personal information we hold on you is stored on a secure site by the Membership Secretary, the Treasurer and the Secretary.

The Treasurer maintains a record of your subscriptions to FoSCL. This consists of your unique number, your name, your renewal date, payments received and whether gift aid may be sought.

4. HOW WE USE YOUR INFORMATION

We use the information we collect for the following purposes.

- to provide and maintain the services to the Library
- to ask you to renew your membership
- to send you Newsletters and information about events we are planning
- to organise the Volunteer rota for the Library
- to communicate with you regarding your Volunteer duties

Please contact us by email or letter if you wish unsubscribe from these communications.

5. HOW INFORMATION IS SHARED

We only share your personal information with Oxfordshire Country Libraries service and HMRC in the limited circumstances described below.

WHEN YOU AGREE OR DIRECT US TO SHARE

- So that you can be contacted regarding a request for help with fund-raising.
- So that you can be contacted regarding any Oxfordshire Libraries courses that you may need to become a volunteer or have personally requested.
- When claiming Gift Aid from HMRC

6. DATA RETENTION

We keep your information, such as your name and email address for as long as you are a volunteer or a member of FoSCL. We will need it to remind you of your volunteer duties and your subscription renewal.

If you do not wish to continue as a volunteer or to renew your subscription as a Friend, we will hold your information for a further three years and thereafter it will be deleted.

7. CHANGES TO THIS POLICY

We will notify you before we make any material changes to this policy. We will give you an opportunity to review the revised policy before deciding if you would like to continue as a Volunteer or as a Friend.

8. WHO WE ARE AND HOW TO CONTACT US

Controller – Named Trustee of FoSCL

Processors –Treasurer, Membership Secretary and Secretary

If you have questions, suggestions, or concerns about this policy, or about our use of your information, please contact us at:-

friendsofsonningcommonlibrary@gmail.com

Friends of Sonning Common Library,
Sonning Common Library,
Grove Road, Sonning Common.
READING. RG4 9RH

Copies of this policy are available in the Library and on the FoSCL Website
www.friendsofsonningcommonlibrary.org.uk

GDPR 25th May 2018