

Friends of Cobbett Road Library Data Policy

1. About this policy

This policy explains when and why we, the Friends of Cobbett Road Library (“the Friends”) collect and use personal information, how we use keep it secure and your rights in relation to it. We may collect, use and store your personal data, as described in this Policy and when we collect data from you. Any changes to this Data Policy will be notified on our website cobbettroad.info and on our noticeboard in Cobbett Road Library. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. What information we collect and why

We collect contact information for members so that they can be informed of current and future activities and events, and be provided with notice of meetings, including notice of formal General Meetings. This “Register of members” is defined and described in our Constitution. Members can chose whether to provide a postal address, an email address, or both.

Photographs taken at our activities and events may be used on our website, Twitter and Facebook accounts, providing those photographed have agreed that the images may be used in this way. Those identifiable are only named if the image is of a presentation or similar occasion, and if they have given permission for this identification.

3. How we protect personal data

We do not pass personal data to other groups, bodies, organisations or companies except:

- a) if we are required to do so by formal legal process
- b) details of Committee members are notified to the Cobbett Hub and Library operator and Southampton City Council where required for effective operation of the Friends
- c) information relating to designated signatories is supplied to our bank on the basis that the bank complies fully with GDPR
- d) with the prior agreement of the member(s) concerned data may be given for a specific purpose (eg to the Southampton Daily Echo for a news report)

4. How long do we keep the data

When a member withdraws from membership, their information will be deleted from the Register of members. References to ex-members will remain in the Friends’ archive of correspondence, meeting notes, minutes and reports.

5. Friends’ email newsletter service

The Friends offer an email newsletter service using MailChimp, which is available to all. The MailChimp list of subscribers to this newsletter is held and maintained by MailChimp using fully-GDPR-compliant systems.

6. Your rights

You have rights under GDPR:

- a) to access your personal data
- b) to be provided with information about how your personal data is processed
- c) to have your personal data corrected
- d) to have your personal data erased in certain circumstances
- e) to object to or restrict how your personal data is processed
- f) to have your personal data transferred to yourself or to another business in certain circumstances.

You also have the right to take any complaints about how we process your personal data to the Information Commissioner, ico.org.uk/concerns/

Please address any concerns or questions to any member of the Friends’ Committee

Adopted at the AGM, 29th September 2018