



## **PRIVACY STATEMENT – Adopted, 14 May 2018**

### **Introduction**

The new General Data Protection Regulation (GDPR) will come into force on 25 May 2018 and will replace the 1998 Data Protection Act. This regulation requires us to provide the information given in this Privacy Statement. It provides information about how we use your data, how you can control the way in which we use that data, and what actions you can take if you would like to change the way in which your data is being used.

### **How we gather information**

Data is entered into our database when either:

- a member completes a membership application form, or
- a non-member, on arrival at an event, completes a form indicating that they wish to receive information about MAECymru in future, and to be contacted about future activities

The data may be updated as a result of a request made by a member or non-member to the Membership Secretary by mail, email or telephone.

### **Data held**

The data we hold about our members is limited to:

- Names and addresses, telephone numbers, e-mail addresses, as given to us by each member.
- Records of payments.

We do not retain any bank details once a transaction has been completed e.g. the setting up of a Standing Order.

The data we hold about our non-members is limited to:

- Names and addresses, telephone numbers, e-mail addresses, as given to us by each individual.

## **What we do with your data**

The personal details held about you will be used only by MAECymru to manage membership subscriptions (members only), and to send you information about events, activities and fundraising appeals which we think will be of interest to you, or to consult you on matters of concern, relating to the aims and objectives of MAECymru.

## **Protecting your data**

Data is kept secure on our database with appropriate security measures in place.

MAECymru will not share your data with third parties except where required to do so by law e.g. if you Gift Aid your subscriptions, then we may be required to tell HMRC the name and postcode of the donor and the date and amount of the subscription.

## **Children's Data**

We are particularly aware of the need to protect data about children. We only admit children as members at the request of their parents and only hold such data about children as is given to us by their parents. We do not communicate directly with children but only through their parents.

## **How long do we keep your data**

Members: We will keep your data while you are a member, and until such time when we believe that your membership is not likely to be renewed.

Non-Members: We will keep your data, until such time that we believe you wish no longer to be contacted by MAECymru.

## **Our Responsibilities**

The law requires us to tell you the legal basis upon which we process your data.

The law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not over ridden'. Practically speaking this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Notice.

## **Your Rights**

You have a variety of rights about the way we process your data. These are as follows:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data that we hold about you.
- You may ask us to cease sending you information by post or email.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

## **Contacting Us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, and unsubscribing from future communications, then please contact:

The Membership Secretary, MAECymru,

who is currently at:

59 Station Road,  
Llandaff North,  
CARDIFF  
CF14 2FB

Tel: 029 2056 9179

email: [archdeacon.llandaff@churchinwales.org.uk](mailto:archdeacon.llandaff@churchinwales.org.uk)