

Friends of Cathays Cemetery

Privacy Policy

An individual's confidentiality is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR). Personal information supplied by members to The Friends of Cathays Cemetery will be kept on file; this data will be deleted once it is no longer applicable.

Members

Membership Application and Gift Aid forms request some Personal Data and the applicant's means of communication.

Personal Data

These data include title, name, address, post-code, e-mail address, telephone number. This information is required to provide the service that is expected by a Friends of Cathays Cemetery member.

Accessibility

The Friends of Cathays Cemetery will allow members' information to be used only by officers of the Friends and as required by law (eg HMRC for Gift Aid). The Friends will not share members' information.

Members have the right to access a copy of the information that The Friends holds about them, subject to proof of identity, from the membership Secretary by email or in writing.

Members have a right to object to the ICO (Information Commissioners Office) if they feel that The Friends is not handling their data in a satisfactory manner.

Communication

The Friends of Cathays Cemetery will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post.

We will use a member's personal data to send:

1. **Newsletters:** - for hard copies, postal addresses are used by the Group's officers who may create labels, for each issue. The Friends may also send an electronic copies of the Newsletter by e-mail.
2. **Annual General Meeting (and Extraordinary General Meeting):** - information will be sent electronically or by post (note: the address labels, for paper copies, are created by the Group's officers).
3. **Subscription:** - members will be reminded (by e-mail or post) of subscription renewals and informed when there is a change in subscription rates. '* (note: the address labels, for paper copies, are created by the Group's officers).
4. **Gift Aid:** - personal details of members who have given consent to Gift Aid are sent to Her Majesty's Revenue & Customs (title, name, address and postcode) to enable

The Friends of Cathays Cemetery to reclaim UK tax on subscriptions and donations made under Gift Aid. Her Majesty's Revenue & Customs requires The Friends to retain information about this declaration for seven years.

5. **Notification of Events** - information will be sent electronically or by post (note: the address labels, for paper copies, are created by the Group's officers)..

6. **Attendance Records** - member's names will be recorded on the attendance sheet for the AGM to be included in the Minutes of the meeting, which are kept as an historic record. Attendance details are also kept for the Workdays.

Note: With the exception of notices for General Meetings (AGM, EGM) members can opt out of any/all Friends of Cathays Cemetery communications at any time by contacting the Membership Secretary.

Website

There are no cookies on The Friends of Cathays Cemetery website. The website contains links to other websites and The Friends of Cathays Cemetery are not responsible for the privacy policies or practices of third party websites.