

Friends of **KETTLE'S YARD**

Kettle's Yard, Castle Street, Cambridge, CB30AQ
www.kettlesyard.co.uk
Telephone 01223 352124 Facsimile 01223 324377

FRIENDS OF KETTLE'S YARD PRIVACY POLICY

In accordance with the General Data Protection Regulation (GDPR) law, May 2018.

What personal data do we collect?

We collect your name, title, address including postcode; telephone number; email address; account bank details for membership payment; gift aid declaration signature.

What do we do with your personal data?

The Friends of Kettle's Yard only store your membership data for the legitimate purposes of keeping you informed about Friends events and Kettle's Yard events, Friends newsletters and Kettle's Yard newsletters; confirmation of orders and event tickets, performance of a contract, parties and the AGM notices, fundraising, and administering the Friends membership records.

We communicate to our members by direct email and by post.

Change of consent and new consent

If you wish to change the way we communicate with you, or add your email to our administration records, or wish to confirm what data we hold and what our privacy policy is, please email friends@kettlesyard.cam.ac.uk or write to the Membership Secretary at the Castle Street address above.

Data sharing?

We do not share your data with any third party.

How do we store the data and keep it secure?

Data is kept on a password protected system; only authorised personnel are authorised to access user information and we use secure server software (SSL) to encrypt financial and personal information you input before it is sent to us.

How can people submit a 'Subject Access Request'?

If you wish to review the data we hold and what our privacy policy is, please email- friends@kettlesyard.cam.ac.uk or write to the Membership Secretary at the Castle Street address above.

How do we manage our Historical Data?

If a member notifies us when they retire or withdraws membership or is deceased – their Personal Data is deleted after one year.

Lapsed members: Lapsed members are sent reminders and an invitation to rejoin three times.

Lapsed member data will be deleted after two years.

Statement of updates to the Privacy Policy

We regularly review our Privacy Policy and may make changes from time to time.

The date of the last update to the Privacy Policy is: June 2018

Kettle's Yard communications database

Please note there is a separate Kettle's Yard database for events in the house and gallery. Please refer to their Privacy Policy.

Secretary, Friends of Kettles Yard. June 2018