



DATA PROTECTION

General Data Protection Regulations (GDPR) 2018

GDPR Statement and Privacy Statement May 2018

The Friends of Dover Castle is a Registered Charity and is an Unincorporated Association run on a not for profit basis.

As an association of members we process personal information in order to service the membership which enables us to administer our membership records and activities, which includes fundraising, maintaining accounts and records, alerting members to events and offers and seeking support and volunteers both generally and specifically.

On joining the Friends, members have consented to us holding such personal information in order for us to administer the membership and we only hold such data until such a time as members elect to resign from membership. Members are able to consent to us communicating with them by email, by quoting their email address on the membership application or renewal form. Members are able to amend or withdraw such consent at any time by contacting the membership secretary.

As we were under the DPA 1998, we are exempt from appointing a Data Protection Officer but in order to fully comply with the GDPR we have appointed a Processor of personal information. The Controller is the Friends of Dover Castle and is responsible for ensuring compliance with the regulations and the Processor is the person responsible for collecting, storing and using personal information. In our case the Controller is collectively the Board of Trustees headed by the Chairman, currently Graham Hutchison and the Processor is the Membership Secretary, currently Pauline Beresford.

Our constitution and way of operating was fully compliant with the DPA and the above ensures we are also fully compliant with the GDPR.

PRIVACY STATEMENT

We consider the safe handling of your personal information as vitally important. We only hold sufficient personal information for us to be able to manage your membership. We will never pass on any details to a third party without your consent and we will only communicate with you for reasons of maintaining your membership, offers of events and tours or special offers pertinent to the Friends of Dover Castle. You are able to amend personal details as appropriate by contacting us. Your personal details will only be shared within the Management Committee and will never be shared with anyone else without your specific permission. Your personal information will be stored securely and will be safely deleted within 6 months following your resignation in writing to the membership secretary. We will inform you immediately if there is a suspected breach.

Chairman - May 2018.