

## GDPR

### SUMMARY OF MAIN POINTS

1. FLAG will only keep personal information that is necessary.
2. FLAG will not pass those details on to third parties unless there is a legal obligation to do so or you have given consent for us to do so.
3. FLAG will not retain your personal information longer than is necessary.
4. You may examine the personal information that relates to you at any reasonable time.
5. The data controller is D. Bird, contact details below

## Privacy Policy

DATA PRIVACY NOTICE FOR VOLUNTEERS, SUPPLIERS AND CLIENTS of  
Finham Library Action Group (FLAG) Finham Green Road, Finham, Coventry  
We are committed to protecting and respecting your privacy.

This policy and any other documents referred to on it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### 1. Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### 2. Who are we?

D. Bird is the data controller. This means I decide how your personal data is processed and for what purposes. My contact details are Finham Community Library, Finham Green Road, Finham, Coventry CV3 6EP. For all data matters contact myself at the above address or at [contactus@finhamlibrary.uk](mailto:contactus@finhamlibrary.uk)

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

Performance of a contract or performance of voluntary services

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data;

Personal data (Name, address, phone numbers, email addresses)

We have obtained your personal data from yourself.

5. What is our legal basis for processing your personal data?

a) Personal data (article 6 of GDPR)

Our lawful basis for processing your general personal data is one or more of the following:

Consent of the data subject;

Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Processing necessary for compliance with a legal obligation

Processing necessary to protect the vital interests of a data subject or another person

Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject

6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared.

7. How long do we keep your personal data?

We retain personal information regarding you or your use of the services or for the duration of the contractual agreement or for as long as the volunteer agreement exists. We also retain personal information for as long as necessary to achieve the purposes described in this Privacy Policy, for example, to comply with our legal obligations, to protect us in the event of disputes and to enforce our agreements and to protect our and others' interests

8. Providing us with your personal data

We require your personal data as it is a contractual and/or organisational requirement.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary to retain such data;
- [THE RIGHT TO WITHDRAW YOUR CONSENT TO THE PROCESSING AT ANY TIME, WHERE CONSENT WAS YOUR LAWFUL BASIS FOR PROCESSING THE DATA];
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

#### 10. Transfer of Data Abroad

WE DO NOT TRANSFER PERSONAL DATA OUTSIDE THE EEA.

#### 11. Automated Decision Making

WE DO NOT USE ANY FORM OF AUTOMATED DECISION MAKING IN OUR BUSINESS

#### 12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

#### 13. Security

Data security is of great important and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data.

#### 14. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

#### 15. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact myself (details as above).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

