



The Friends of Happisburgh Lighthouse Respects Your Privacy

Registered Charity No: 1044590

We comply with the Data Protection Act 1998, and electronic communications are made in accordance with the Privacy and Electronic Communications Regulations (PECR). We are also taking all necessary steps to comply with the European General Data Protection Regulation.

We collect the personal data that you may volunteer as part of your enrolment in membership, during your period of membership or as part of a membership gift by a friend or family. Personal information we collect may include:

- Your full name and title
- Postal address, email address and telephone number
- Payments made to the Friends of Happisburgh Lighthouse, though this will never include credit card or bank account information.

We will also collect and hold information about any contact you have with us as a supporter of the Friends, or a person who makes enquiries of us, and this may include details of:

- Gift Aid status
- Details of correspondence sent to you, or received from you
- Current membership status
- Meeting or open day attendance
- Any other information provided by yourself at the request of the Friends of Happisburgh Lighthouse

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you to this notice.

Depending on your relationship with the Friends, and any opt-outs you may have indicated, data we hold may be used by us for the following purposes:

- To send you by post our welcome letter, upon first joining, and your annual membership card(s) each year upon renewal, if requested
- To send you reminders, by email and/or post, about membership renewals
- To send you by post our twice yearly Newsletter
- If you join up as a volunteer for the lighthouse, we will need to contact you by telephone or email regarding open day rota, or meeting attendance. However, your email address will not be passed on to other members.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes. We protect your personal information and adhere to all current data protection act legislation with respect to protecting privacy. We do not give out, sell or trade our members' personal data with third parties.

If you choose to terminate your membership of the Friends, or it lapses despite renewal notices, all of your data will be deleted from our records within 2 years of your advising us or of your membership lapsing, unless you have authorised Gift Aid on your membership subscription which requires us to hold that information for 6 years (HMRC).

If at any time you no longer wish to receive communications from us, such as reminders about membership renewal or copies of our Newsletter, simply contact the Membership Secretary, Joy Tubby, 23 Aldis Road, Acle, Norwich NR13 3BN