



## Fair Processing Notice for Members of Glastonbury Abbey & Carers

At Glastonbury Abbey, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you join Glastonbury Abbey. Your information will be filed securely both on our computers and any paper copies will be securely stored.

### Our contact details

Glastonbury Abbey  
Magdalene Street  
Glastonbury  
Somerset  
BA6 9EL  
01458 832267

### What personal data do we collect about you? How will we use that personal data?

- We use your name, address, and contact details. We are processing your personal data on the basis of your contract with us.
- If you need a Carer, we will need to see one of the following
  - Middle or Higher rate DLA for care and/or mobility
  - Receipt of Personal Independence Payment (PIP)
  - Evidence of being severely sight impaired
  - CredAbility Access Card (+1 category requirement), see [www.accesscard.org.uk](http://www.accesscard.org.uk), A recognised Assistance Dog ID Card
- If you are a Carer, we will collect and process your name.

### What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data.

- We will process your name, contact and payment details as part of your contract with us.
- If we need to see your DWP Card, we will do this as it's a legitimate activity for our business.
- If you are a carer the legal basis for us holding your details is as a contract
- You may have consented to receive news and events. You are welcome to unsubscribe at any time, but we will keep your personal data in a suppression list so that we don't email you again by accident.

### Do we have a statutory or contractual requirement to process your personal data?

There is a contractual requirement for us to process your personal data because you wish to become a member of Glastonbury Abbey

### Do we use any automated decision making?

We do not use any automated decision making.

## Who do we share your personal data with?

- Companies that provide services to us. Our telephone service providers will get to see your phone number if we call you and our broadband supplier which could see your email address (but not the content of what you send us, if you encrypt it).
- Cloud service & IT providers. We use a number of cloud service & IT providers, such as our CRM, project management systems and webhosting. We also share with IT professionals who not only ensure that our systems run smoothly, but are also committed to the highest standards of data protection compliance.
- We use Cybertill to process your payment.
- We use a Bookkeeper and an Accountant to help us with our finances.
- In response to a court order. It is possible, though unlikely, that we might be forced to disclose your information in response to a court order.
- As part of your membership you will receive two newsletters per year informing you of events and news from Glastonbury Abbey
- If you have signed up to our E-news we will send you news and events. We use a marketing agency to help us send these out.

## Do we transfer your personal data outside of the EU or EEA?

We use Microsoft and DropBox which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

## How long do we keep your personal data for?

- During the length of your membership and then for 7 years.

## Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.