

The Friends of St. Andrew’s Church, Stratton (FoStA)

**Privacy Information Statement**

FoStA holds data, supplied by its members, on application to join the scheme. It may include an e-mail address as well as title, full name, postal address and telephone number. This information is stored on a computer which is protected by a password known only to the Membership Secretary and a named deputy (for emergency use only).

The data is used to administer the business of FoStA and for sending out relevant documentation to its members. This information is not shared with any other organisation or member and is kept until the membership lapses or a member resigns. It is then deleted from the records except in the instance where a Gift Aid mandate has been signed as then the data has to be kept for 6 years, from the date of the last claim, as required by law.

Any member can gain access to his/her own personal information held by contacting the Membership Secretary at Chynoweth, Bowden, Stratton, Bude, Cornwall. EX23 9BH or e-mail memsec@fosta.org.uk Members also have the right to withdraw their consent at any time by contacting the Membership Secretary at the above address.

The data stored is only that which is collected from the member. Members are therefore encouraged to inform the FoStA Membership Secretary of any changes to their postal address, e-mail address or telephone number so that we can remain in contact.