

Liverpool Cathedral Foundation Privacy Policy

- This privacy policy applies to Liverpool Cathedral Foundation (“the Foundation”), specifically to information held about donors, supporters and friends of the Foundation.
- Key information is held by the Foundation in support of its operating activities and its fundraising aim to seek and receive financial support for the fabric, repair, running costs and mission and other work of Liverpool Cathedral.
- The type of information that the Foundation may hold and attach to your data record will, when provided to us, be your name, home address, email address, telephone number, gift history, and details of your connection with Liverpool Cathedral and with the Foundation.
- All data is held securely and appropriately by the Foundation and the Foundation will only use your information to record financial and in-kind donations.
- The Foundation will never sell or otherwise pass your personal data to a third party or share it for any purpose or business outside of the Foundation, except on receipt of a gift from a donor intended for the Cathedral, the Foundation may pass the contact details and gift information of the donor to the Cathedral.
- 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 your personal data which the Foundation holds about you;
 - the right to request that the Foundation corrects any personal data if it is found to be inaccurate or out of date;
 - the right to request that your personal data be erased where it is no longer necessary for the Foundation to retain it (should an individual choose that data be deleted, the Foundation will record a core set of personal information - Name, and Relationship to Foundation - in order to ensure that it does not contact you inadvertently in the future. Records relating to your donations to the Foundation may also be retained for statutory purposes);
 - the right to withdraw consent to the holding and processing at any time
 - the right to request that the data controller 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)

- the right, where there is a dispute in relation to the accuracy or processing of your data, to request a restriction is placed on further processing;
 - the right to object to the processing of personal data (where applicable);
 - the right to lodge a complaint with the Information Commissioner's Office.
- You have the right to object to the use of your data for any of the above purposes by contacting GDPR@liverpoolcathedral.org.uk or writing to the Cathedral Compliance Officer at Liverpool Cathedral, St James' Mount, Liverpool, L1 7AZ. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.
- We keep data in accordance with the guidance set out in the guide "Chapter and Verse" The Care of Cathedral's Records, which is available from the Church of England website:
<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>
- We may amend the Foundation's Privacy Policy from time to time. Any significant changes to this Policy or to the way we treat your data will be communicated by contacting you directly at the last postal or email address that you have supplied to us.