



*Friends of The King's Hall  
and Winter Garden (KH&WG)*  
Registered Charity Number 1087533  
<http://www.friendskhandwg.ilkley.org>

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## **Policy for the Implementation of the General Data Protection Regulations (GDPR).**

1. For all current\* or recently current\* **'paid-up' Friends and/or Patrons of the Friends of the KH&WG**, we hold computer records of their name, address (postal and/or email) and telephone number(s) so that we can contact them regarding membership matters and about shows promoted by Friends of the KH&WG. The only financial information that we hold is the record of their membership subscriptions and/or Patron's donations. None of these details would be divulged to another organisation without their permission. It will be assumed\*\* that all such persons, whose records we were holding at 24 May 2018, consider it to be of mutual benefit\*\* and within the spirit of the GDPR if we continue to hold the records **unless** they advise to the contrary .
2. The Application Form for **new Friends of the KH&WG** will require active consent to be given for the holding of computer records of their name, address (postal and/or email) and telephone number(s) and the record of their membership subscriptions and/or Patron's donations. This will be a one-off operation and the records may be held until a request is made for them to be removed.
3. **Friends and/or Patrons** who have not paid a subscription or donation for three consecutive years will be moved from the Members records to the Supporters records, where their data will be retained so that we can continue to inform them about shows promoted by Friends of the KH&WG.
4. For all **Supporters of the Friends of the KH&WG**, we hold computer records only of their name, address (postal and/or email) and telephone number(s) because we understand that they wish to be informed about and given priority booking advantages for shows promoted by Friends of the KH&WG. These details would never be divulged to another organisation without their permission. However, those records being held at 24 May 2018 were historically based and we do not consider it to be within the spirit of the GDPR for these records to be continue to be held. Consequently **existing Supporters** must give their active consent for us to continue to hold their details as must any new Supporters. This will be a one-off operation and the records may be held until a request is made for them to be removed.
5. Notwithstanding anything said above, any Friend, Patron or Supporter can instruct the Friends of the KH&WG to delete their data from our computer records at any time. All communications with Friends, Patrons and Supporters will include a note to this effect.

### **Footnotes:**

\* This means those who have paid a subscription or donation during the current calendar year or during the two immediately preceding years.

\*\* These persons will have given at least one subscription or donation to the Friends of the KH&WG during the preceding 3 years and can reasonably be considered to have given their tacit consent to the holding of their limited amount of data. It is assumed that they would not wish to have to confirm this in writing nor would the Friends of the KH&WG wish to have to follow up those that fail to spot the need for a reply! Hence we believe that our assumption is of mutual benefit.