

# Friends of Stansted Hall

Registered Charity No. 261287

## DATA INFORMATION NOTICE

We are a charitable organisation known as Friends of Stansted Hall (FOSH), Charity Number 261287. As an Association, we are a Data Controller as we hold various forms of information about you and information relating to your membership or participation in our Thursday evening group or workshops and if you are a tutor or medium who teaches our Thursday evening group or workshops, we hold some of your information which we also use to advertise and promote you.

**How we obtained your data** - This has been provided by you when completing our application form to become a member of FOSH or signing up for our workshops/Thursday group, becoming a healer or trainee or teaching at the Thursday group or workshops.

**The data we hold** - The information we hold about you, whether you be a FOSH member, participant in our Thursday group/workshops, Teacher/Medium or Healer may include (but will not be limited to) all or part of the following: Your name, e-mail address, telephone number, Date of Birth and address.

**Why we need to hold your data.** We need to hold your data for the following purposes:

- To help us manage your membership or teaching status or related participation in FOSH.
- To allow us to contact you with information relevant to FOSH.
- To enable us to provide you with any services and information which you have requested.
- To analyse so we can administer and improve the service that we provide and develop our Association.
- For all other purposes which are consistent with the proper performance of our Association and service to you.

**Sharing your data with others.** We will only share your information with other FOSH members, participants, teachers or healers in connection with FOSH where appropriate for your benefit.

**Where your data is held.** Your data is held at the following secure locations:

A password-protected computer system, in paper form with the membership secretary or healing leader or in a locker in a locked room at the pioneer centre Stansted Hall.

**How long we will hold your data.** We will only hold your data while we have your permission and this data will be deleted at any time upon your request.

### Your Rights Include

- The right to ask for a copy of the information we hold about you in our records
- The right to ask us to correct any inaccuracies in the information we hold
- The right to ask us to stop sending you any marketing/promotional information.

Further, if after first making a complaint to us, you consider that we have not dealt with your data correctly, note that you have the right to complain to the Information Commissioner's Office at [www.ico.org](http://www.ico.org)

### Updating this Information Notice

This information notice was issued on 25 May 2018. It may be updated from time to time to reflect any changes we may make in how we use your data or any changes in Data Protection law or practice. We will endeavour to let you have any updated versions as soon as reasonably practicable.

I consent to my data being kept as described in this information notice:

Print Name \_\_\_\_\_ Sign \_\_\_\_\_