

**FRIENDS OF FRESHWATER LIBRARY GROUP  
GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018  
PRIVACY STATEMENT**

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1. About This Policy

1.1 This Policy sets out how Friends of Freshwater Library (FOFL) handles any personal information that we hold about you. This includes when and why it is collected, used and disclosed and how it is held secure.

1.2 FOFL contact details are shown at the end of this document which may be used if you have any questions, including how to update or access your personal information.

1.3 This Policy may change in the light of any further changes or amendments to the current legislation.

1.4 This Policy was created on 20<sup>th</sup> May 2018.

2. Who We Are

2.1 FOFL is an organisation formed in 2012 following concerns that public libraries on the Isle of Wight may close. FOFL's aim is to promote, support, sustain and protect Freshwater library and the provision of a library service on the West Wight.

2.2 In this policy where reference may be made to "we", "our", or "us" and unless mentioned otherwise the reference shall be taken to mean FOFL who is the controller of your personal information.

3. How and What Personal Information We Hold

3.1 We may hold the following information about you:  
Personal information you may give us either via our website, by telephone, letter or email all of which is provided voluntarily. The information that you give to us may include your name, telephone number both landline and mobile, & email address.

3.2 Our preferred method of contact is via email.

#### 4. How We Use Your Personal Information

4.1 Where consent has been provided we may use your personal information for the following purposes:

To disseminate information.

To acknowledge receipt of money for online purchases.

To acknowledge receipt of money for the renewal of membership.

#### 5. Where We Store Your Personal Information

5.1 All personal information that you provide to us is stored and backed up digitally on a password protected system.

5.2 We do not share your information with any third parties.

#### 6. How Long We Keep Your Personal Information

6.1 We do not retain your personal information for longer than is necessary, and it is only retained for the purpose that it was given.

#### 7. Your Rights

7.1 You have a number of rights in relation to your personal information under data protection law. You have the right to ask us about information we hold about you and we must respond within 40 days. We may ask you for a means to confirm your identity and we may withhold information if it concerns other individuals.

7.2 To obtain a copy of your personal information that we hold you may contact us either by email or writing to us at the address at the end of this policy.

7.3 The accuracy of the information that we hold about you is important and if this information should change please inform us by using the contact details at the end of this Policy.

7.4 You may withdraw your consent for us to hold your personal information at any time by contacting us using the details shown at the end of this Policy.

7.5 You have the right to complain to the Information Commissioners Office (ICO) if you are concerned about the way we have stored or used your personal information.

7.6 FOFL endeavour to use up to date security measures to protect the data you send us against loss, destruction or access by third parties. Unfortunately, the transmission of information via the internet is not always completely secure and therefore it is not possible to guarantee the security of your information whilst in transit to our website or email provider. Therefore, all transmission is at your own risk.

## 8. Changes to this Policy

8.1 We may review this Policy from time to time to reflect any changes in law and any changes will be notified by display on our noticeboard.

## 9. How to Contact Us

9.1 If you have any questions in respect of the personal information we hold please contact us as follows:

By email: [foflcommittee@gmail.com](mailto:foflcommittee@gmail.com)

By Letter: FOFL  
Freshwater Library  
School Green Road  
Freshwater PO40 9AP