

**DATA PROTECTION STATEMENT/ELECTRONIC COMMUNICATION**

This notice explains how information about you is used. References to 'you' means the person who is completing this form.

**The information we gather**

The Friends of Gloucester Cathedral gathers information about you. In this notice, references to 'we', 'us' 'our' and 'Friends' means Friends of Gloucester Cathedral.

Information that we gather about you may include without limitation, your name, contact details and marital status. The provision of information by you is entirely voluntary.

We may gather information directly from you or from the Cathedral.

**Reasons for Processing**

We will use and process your data only for the following purposes:-

- Sending you information about the Friends and its activities and about Gloucester Cathedral and its activities;
- Communication with your bank and our bank regarding any standing order or direct debit;
- Reclaiming gift aid from HMRC;
- Compliance with legal, regulatory and corporate or charity governance obligations and good practice;
- Ensuring any business policies are adhered to;
- Ensuring safe working practices, monitoring and managing staff access to systems
- If you wish us to do so, sending you information about events organised by other local church/heritage/arts groups such as the Friends of Tewkesbury Abbey, Friends of the Wilson (Cheltenham Art Gallery & Museum), Gloucester History Festival. We will not pass your data on to any of these organisations.

**Disclosures and exchange of information**

We may exchange your data with Gloucester Cathedral, law enforcements agencies and regulatory bodies for the above reasons.

**Further Enquiries**

Please contact the Honorary Secretary if you would like to correct or request (in accordance with applicable law) information that we hold relating to you or if you have any questions in relation to the above.

**Contacting you**

You can withdraw your consent to use of personal data for contacting you at any time by contacting us at the Friends of Gloucester Cathedral, 12 College Green, Gloucester, GL1 2LX or [office.administrator@fogc.co.uk](mailto:office.administrator@fogc.co.uk). Please note that in future email will be our preferred way of contacting you.

If you are happy for us to contact you for providing you with information about the Friends including events, please tick the relevant boxes below:

Please contact me by:

Post      [   ]

Email    [   ]

Phone    [   ]

If you would like Gloucester Cathedral to contact you with information about the Cathedral including events, please tick the relevant boxes below:

Please contact me by:

Post      [   ]

Email    [   ]

Phone    [   ]

If you would like us to forward to you information about events organised by other local groups as set out above, please tick the relevant boxes below:

Email    [   ]

#### Consent

I consent to the processing (including disclosure of information as described above).

Full name:

Address:

Email address:

Membership Number:

Date:

Signature:.....

Please return this form to: Claire Saunders, Office Administrator, Friends of Gloucester Cathedral, 12 College Green, Gloucester GL1 2LX email: [office.administrator@fogc.co.uk](mailto:office.administrator@fogc.co.uk)