

Libre Digital

Friends of Libre Digital Data Privacy Notice

What information is being collected?

The information we are collecting includes:

- Name
- Address including postcode
- Email
- Phone number
- Membership number
- Type of membership
- Expiry of membership
- Feedback regarding your membership via this survey:
<https://www.surveymonkey.co.uk/r/DGPZ7TF>
- Submission of tech and IT questions that can be answered via this survey:
<https://www.surveymonkey.co.uk/r/2DY5R9M>

Who is collecting it?

Libre Digital are collecting and processing this information.

How is it collected?

The electronic process is accessed via our [Friends of Libre Digital page](#). The payment process is conducted via PayPal and this is where we collect data needed for the Friends of Libre Digital membership to be processed.

We categorise this data to create a membership database, which is stored electronically. We do not keep a record of your address or phone number within this database however, as that is only included on the invoice/receipt for accounting purposes.

You are added to a mailing list we have set-up at Mailchimp to make sure you obtain the regular Friends of Libre Digital newsletter.

You can provide feedback regarding your Friends of Libre Digital membership via this survey, which is sent via the newsletter every year:

<https://www.surveymonkey.co.uk/r/DGPZ7TF> - this survey does not ask for your name, so your feedback is anonymous.

You can also submit any tech or IT questions that you may have via this survey:

<https://www.surveymonkey.co.uk/r/2DY5R9M> – this is included in every newsletter that is sent out and this survey does not ask for your name, so your feedback is anonymous.

How will it be used?

We collect and process this data for several reasons, including:

Purpose	Personal information used	Lawful basis
To provide membership benefits and perks.	<ul style="list-style-type: none">• Name• Email• Type of membership• Membership number• Expiry of membership.	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for Libre Digital to process the delivery of product(s) ordered by the customer.
To communicate with members.	<ul style="list-style-type: none">• Name• Email• Type of membership• Membership number• Expiry of membership.	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for Libre Digital to process the delivery of product(s) ordered by the customer.
To keep an up-to-date record of members.	<ul style="list-style-type: none">• Name• Email• Type of membership• Membership number• Expiry of membership.	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for Libre Digital to process the delivery of product(s) ordered by the customer.
To be able to keep receipts and invoices for our accounts.	<ul style="list-style-type: none">• Name• Email• Address including postcode• Phone number• Type of membership.	Processing is necessary for compliance with a legal obligation to which the controller is subject, with this relating to the legal obligations Libre Digital have in ensuring they adhere to Company Law, specifically the Companies Act 2006.
Feedback regarding your membership via this survey:	<ul style="list-style-type: none">• Email – via Mailchimp	Processing is necessary for the performance of a

https://www.surveymonkey.co.uk/r/DGPZ7TF		contract to which the data subject is party, with the data collected needed for Libre Digital to process the delivery of product(s) ordered by the customer.
Submission of tech and IT questions that can be answered via the newsletter via this survey: https://www.surveymonkey.co.uk/r/2DY5R9M	<ul style="list-style-type: none"> Email – via Mailchimp 	Processing is necessary for the performance of a contract to which the data subject is party, with the data collected needed for Libre Digital to process the delivery of product(s) ordered by the customer.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a Friends of Libre Digital member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

You have the right to withdraw consent at any time, which you may do by contacting us as described in the "Data Controller" section below.

Who will it be shared with?

Libre Digital may share the data with the following groups/people/organisations:

- Libre Digital's Board of Directors
- Libre Digital's volunteers
- Funders of Libre Digital
- Libre Digital's accountants

Anyone using this data - if it is not unidentifiable and anonymised - will be asked to sign a contract agreeing to follow correct protocols when accessing and using the data.

Retention Period

The data will be deleted when membership expires, with members asked to confirm their data is correct every year of membership.

We will summarise the data before deleting for funding and evaluation purposes, making sure all data is unidentifiable and anonymised.

We will keep receipts and invoices for our accounts, which we need to maintain a record of legally, for 7 years.

Data collected by the two surveys that are sent out is deleted when acted upon, with any feedback provided being fed into our Board of Director meetings and most questions asked answered in a following newsletter.

Data Controller

The data controller is Libre Digital.

Address of data controller: Libre Digital, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

Email: info@libredigital.org

Key contact from Libre Digital to talk to regarding data protection matters is Jane Watkinson, Projects Manager, jane@libredigital.org

Other key contacts:

Ka Man Shing, Secretary and Director, shingkaman@outlook.com

Reuben Clarke, Treasurer and Director, reubenclarke1@gmail.com

Heather Paterson, Chair and Director, heather.paterson@togetherwomen.org

Data Subjects Rights

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more, see here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Changes to This Notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented

from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.