

1. What personal data do we keep?

- A: registration forms, filled in by guests when they visit (on paper)
- B: gift aid declarations, filled in by some guests and some Friends if they are UK taxpayers (on paper)
- C: Friends database entries, including contact details and information about donations promised or received (electronic)
- D: e-mail correspondence, thus guests', Friends' and other contacts' email addresses, and whatever information they have chosen to impart in the text of the email or in attachments.

2. Why do we keep it?

- A: we keep these in case of some emergency while a guest is with us; in order to demonstrate that a guest (and maybe their vehicle) was with us at a certain time; to contact them afterwards if they left something behind; to contact them later, for any reason.
- B: we keep these in order to reclaim tax on their donations
- C: we keep these in order to send out newsletters and pursue any queries about their past or current donations; we may also use them to contact an individual, for any reason.
- D: we keep this as supportive evidence for the preparation of our guest booking diary, and as a record of what these correspondents have told/asked us or we have told/asked them.

3. How long do we keep it?

- A: we keep registration forms for 2 years, or until the same individual fills out a new one.
- B: we keep these for at least six years (since HMRC require us to keep financial records for that long), or until a new one is given us – e.g. if the donor changes address, or if HMRC require a different wording.
- C: we keep these for as long as the Friend asks to remain part of the Friends' association
- D: we keep this for as long as we think it might be relevant and it is not cluttering up our Inbox/Sent Items/Deleted Items

In the event of someone asking to see the data – a 'subject access request'.

- This request should be made to the Abbot (contact details are provided on our website)
- A response will be made within one month

In any case and always:

- we treat personal data with care and respect
- we will not share/give/sell/ personal data with/to any third party – unless required to do so by the Police or any government authority such as HMRC.
- we will delete the data we hold on an individual at their request – except for the paper gift aid declarations which HMRC requires us to keep.
- data that is obsolete will be destroyed (see 3 above).