



## *Friends of Berkeley Castle*

### **GENERAL DATA PROTECTION REGULATION 2018**

### **STATEMENT OF CURRENT PRACTICE**

The Friends of Berkeley Castle is an independent organisation whose purpose is to give assistance to the Berkeley Castle Charitable Trust in the repair of the castle building and its unique contents, and help to safeguard them for the enjoyment of future generations. Friends enjoy a number of benefits within the life of the Castle whilst raising funds to help with the conservation work.

#### **What data do we collect**

In order to apply to join FoBC, applicants provide details of their name, address, telephone number, and e-mail address.

#### **What do we use the data for**

Personal data is used to inform Friends of events at the Castle and visits to other venues, to distribute the 'Berkeley Buttrass' on a regular basis, and to invite Friends to maintain their membership for succeeding years.

#### **What financial data do we process**

To pay for memberships and events Friends do so by cheque, credit or debit card or Standing Order.

#### **How do we store data**

Friends' personal data is kept on a database located in a secure location at the Castle and is accessed only by the three members of the FoBC Administrative Group.

E-mails from and to Friends are kept for the current membership year. In addition we keep papers submitted by Friends such as membership application forms and event ticket request forms; these are shredded after the end of the membership year.

#### **How long do we keep data**

Data is only kept for as long as Friends express an interest in being a member, and where membership lapses, data will only be kept for a maximum of six months in order for the Admin Group to send out invitations to rejoin FoBC.

#### **Your access to data**

On request the Admin Group will provide details of any personal data held on the applicant's family, although it should be noted that personal data is sent out every year on renewal invitation letters.