

NCL privacy notice

Welcome to the Northfield Community Library's privacy notice.

This privacy notice provides information on how Northfields Community Library (NCL) collects and processes your personal data when you visit our website to sign up for our newsletter or to make a donation.

1. Important information and who we are

NCL is the controller and responsible for your personal data.

If you have any questions about this privacy notice or our data protection practices, please contact us or refer to our Data Privacy Policy using the contact details below

NORTHFIELDS COMMUNITY LIBRARY
Address: 255A Northfields Avenue, London, W5 4UA

Phone 020 8579 2394

Email: getintouchncl@outlook.com

2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you as set out in our Data Privacy Policy. We use different methods to collect data about you as follows:

Directly: you may give us your identity or contact data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you sign up to our newsletter, give us feedback, contact us or make a donation.

Third parties or publicly available sources. We may receive personal data about you from various third parties as set out below: Paypal

3. How we use your personal data

We will only use your personal data for the purpose for which we collected it which include the following:

- To send you our newsletter.
- To collect your donation.
- To collect gift aid on your donation.

For more information on how we use your personal data please see our Data Privacy Policy.

4. How we share your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to process your donation and/or gift aid.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.
- Gift aid: For the purpose of collecting gift aid where you have specifically permitted us to do so, we may share certain personal data with HMRC to the extent required for us to collect such gift aid.

5. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues (www.ico.org.uk).

6. Further details

To access our Data Privacy Policy, and to exercise all relevant rights, queries or complaints please in the first instance contact the Chair, Northfields Community Library Board of Trustees, Northfields Library.

Email: getintouchncl@outlook.com

NB: You can contact the Information Commissioners Office on 0303 123 1113, via email at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Agreed by Northfields Community Library Board of Trustees

Signed Tanya White Chair

Date 28th March 2023