



HELPERS OF OUR LADY OF LOURDES HOSPITALITE COMMITTEE

PRIVACY INFORMATION

Introduction

The Hospitalite Committee is an independent charity which aims to keep the spirit of Lourdes alive in the Archdiocese of St Andrews & Edinburgh, and beyond, throughout the year.

In the course of communicating with members and supporters, the committee collects and stores certain pieces of information. We are committed to maintaining the trust and confidence of members and supporters.

We do not pass on, sell, rent or trade any contact details with other organisations for marketing purposes.

We have provided more information below on how, when and why we collect personal information; and how we use it.

Organisational Information

The organisation is known at "Helpers of Our Lady of Lourdes (Hospitalite)". Full information and contact details can be found at www.edinburgh-lourdes.com. The committee does not have a business address as it is comprised of volunteers. The email address is:

enquiries@edinburgh-lourdes.com

The reason we collect information

The Hospitalite Committee collects information for two principal purposes:

- (1) For mailing lists, in order to maintain general contact with members and supporters
- (2) In order to communicate with members regarding their membership or related matters

How do we collect information?

The Hospitalite Committee collects data from the following sources:

- From members who complete registration forms in order to become a member of the organisation, or to renew their membership
- From supporters who complete 200-club registration forms in order to become a member of our 200-club, or to renew their membership
- From supporters who contact the Committee directly and supply details so that they can receive information from the committee

What information is being collected and how long is it kept?

(a) Mailing Lists

The Committee maintains a mailing list so that it can communicate with a wide range of supporters:

Surname	Forename	Email address
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This information is retained until such time as the named individual is removed from the database.

(b) Information on members held on a members database

In the course of its responsibilities, the Hospitalite Committee maintains a database of members. The information is held on a Microsoft Excel protected workbook.

The database collects the following information:

Surname	Forename	Email address	Address	Telephone number(s)
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Information on the database is retained whilst the individual is an active (paid) member. Members are entitled to request immediate removal of their details.

For members who are in subscriptions arrears, their details are retained for 12 months. If no payment is received once 12 months has expired then their membership is cancelled and their details are removed.

Lawful Basis

Under GDPR legislation introduced in May 2018, article 13 and 14 require us to provide information about our lawful basis for processing. The Committee has decided that the lawful basis for holding and storing data on the mailing list and members database is "Consent".

Withdrawing Consent

You have the right to have data about you removed and securely destroyed. You can do this by contacting us (details below). Please note that, in most cases, removing membership details from our records would mean that we would be unable to continue to provide member services and privileges.

Change of Personal Details and Our Contact Details

If you need to advise us of updated contact details, or contact us, you can do this as follows:

Via our website: www.edinburgh-lourdes.com

By Email: enquiries@edinburgh-lourdes.com