



Privacy notice: Friends of the Angus

As part of becoming a member of Friends of the Angus, you have provided information about yourself ('personal data'). Regent's Park College and the Friends of the Angus are committed to protecting the privacy and security of personal data. Regent's Park College are the 'data controller' for this information, which means we are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

About this privacy notice

This notice explains what personal data Regent's Park College holds about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. This notice also explains the basis on which you are required or requested to provide the information.

What we do

Friends of the Angus is a network of supporters of the Angus Library and Archive. Friends of the Angus runs events for its members and keeps them informed of the Angus's work via a newsletter. Friends are invited to donate to the Angus's programme of conservation and digitization, to ensure that the collections are preserved.

Information we collect

We may hold and process the following types of personal data about you:

- Biographical information: name, title, postal address, email address.
- Details of our ongoing relationship and your engagement with us, which may include:
 - records of your personal interactions with us (e.g. correspondence, notes of meetings or conversations);
 - your communication preferences; records of communications you have received from us, including copies of letters, emails or appeal literature sent, and of fundraising activities in which you have been included (e.g. annual fund mailings, telephone fundraising campaigns);
 - data obtained through cookies; you will find a link to the cookie policy on the college website.
- Information about your giving, which may include:
 - current and past donations and pledges, documentation relating to these gifts and records of the projects you have supported;

- any requests you have made for anonymity in relation to your giving;
- thank you letters, communications to inform you of the impact of your gifts, correspondence and notes of meetings;
- plans for activities and future interactions.

How we use your data

We will use your data to service your membership of Friends of the Angus. This includes sending newsletters and invitations for events you are entitled to attend.

We will also use your personal data to invite you to support the work of the Angus Library and Archive by making a donation. If you make a donation, we will use any personal information you give us to record the nature and amount of your gift and to thank you for your gift.

All our communications with you will be by post, unless you give us permission to contact you by email. You give us this permission by providing your email address.

With your permission, we may publish your name in donor listings, online and in physical form.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

How we protect your data

We store and use your data on college premises, in print and electronic forms. Regent's Park College takes precautions to safeguard your personal information against loss, theft and misuse, unauthorized access, disclosure and destruction through the use of appropriate administrative, physical and technical security measures.

Details of how personal data relating to donations is stored and protected are outlined in the relevant privacy notices:

Regent's Park College alumni, donors and supporters privacy notice:

<http://www.rpc.ox.ac.uk/wp-content/uploads/2018/05/Privacy-policy-alumni-donors-and-supporters-v1.pdf>

North America donations privacy notice:

<https://www.alumniweb.ox.ac.uk/oao/privacy-notice>

Other donations privacy notice:

<https://www.development.ox.ac.uk/privacy-notice>

How long we keep your data

We will store your personal data for as long as you are a member of Friends of the Angus. If you tell us you no longer wish to be a member, we will retain your personal data for as long as is necessary to update our records.

The legal basis for processing your data

We will only use your personal data where the law allows us to do so. Under the General Data Protection Regulation, Regent's Park College relies on the legal basis of consent for processing your data.

Your legal rights over your data

Under data protection law, you have rights including:

- The right to request access to a copy of your data, as well as to be informed of various information about how your data is being used.
- The right to have any inaccuracies in your data corrected, which may include the right to have any incomplete data completed.
- The right to have your personal data erased in certain circumstances.
- The right to have the processing of your data suspended, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a copy of data you have provided to us, and have that transmitted to another data controller.
- The right to object to any direct marketing (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The right to object to the processing of your information.
- The right to object to any automated decision-making about you which produces legal effects or otherwise significantly affects you. There is no automated decision-making in relation to personal data shared with the Friends of the Angus.
- The right to request the restriction or suppression of your personal data, so that we may continue to store, but not use, it.
- Where the lawful basis for processing your data is consent, as with the data you have supplied to Friends of the Angus, you have the right to withdraw your consent at any time. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the Friends of the Angus or by contacting the college's Data Protection Officer.

Further guidance on your rights is available from the UK's supervisory office for data protection, the Information Commissioner's Office (<https://ico.org.uk/>). You may also wish to contact the college's Data Protection Officer if you are considering how or whether to exercise your rights.

You have the right to complain to the Information Commissioner's Office if you believe that your data has been processed unlawfully. You may lodge a complaint at:

<https://ico.org.uk/make-a-complaint/>

Contact us

If you have any questions about this privacy notice or about your personal data, or if you want to provide updates to your data, make any changes to your communication preferences or exercise any of your rights as outlined above, please contact us at one of the following addresses:

Data Protection Officer

Regent's Park College
Pusey Street
Oxford OX1 2LB
United Kingdom

Email: data.protection@regents.ox.ac.uk

Telephone: 01865 288120

Friends of the Angus

Regent's Park College
Pusey Street
Oxford OX1 2LB
United Kingdom

Email: fota@regents.ox.ac.uk

Telephone: 01865 288142

Web: <http://theangus.rpc.ox.ac.uk/friends-of-the-angus/>

Changes to this privacy notice

This privacy notice was last updated on 13 August 2020.

We reserve the right to update this privacy notice at any time, and it will be reviewed regularly. Any changes to this privacy notice will be posted to this page. You can access past versions of our privacy notices at:

<http://www.rpc.ox.ac.uk/about-regents/governance-and-compliance>

Version control

Version	Changes made	By	Date
1.0	Initial privacy notice	Regent's Park College Library Services	13 August 2020