

Record of Processing Activities - Friends of the Angus

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal Conviction Grounds	Criminal conviction grounds (further information)
1	Contact details (name, addresses, telephone numbers, email address), as amended from time to time.	We obtain this data from you	In order to be able to contact Friends and keep a record of any and all correspondence sent and received.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in maintaining contact information in order to facilitate communication between us.	N/A		N/A	
2	Correspondence with you	We obtain this data from you	To hold an accurate record of our communications with you to ensure we can maintain continuity in our lifelong relationship.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interests in the Friends of the Angus holding a full record of our correspondence with you, which can be referred back to over the course of our relationship.	N/A		N/A	
3	Donation histories, including contacts made, details of amounts given and pledged, projects supported, Gift Aid forms (including name, address and other details).	We obtain this data from you We generate this data about you	To record the source of monies received, wishes of donors, and to hold an accurate record of the support donors have provided to the Friends of the Angus. We may also need to provide some details to HMRC in compliance with legal obligations. We also recognise our donors for the full spectrum of support they provide and seek to keep them updated about the projects they have supported, if they so wish.	We keep a skeleton record, including details of any expressions of wish, in perpetuity. Additional transaction information is held for 7 years post donation.	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in holding records of the support you have provided. You have a legitimate interest in our recording and recognising that support.	N/A		N/A	
4	Legacy documentation, including correspondence with future and prospective legators, copies of relevant wills or sections of wills.	We obtain this data from you We generate this data about you	As a record of amounts and documentation relating to future/proposed donations, to enable the efficient transfer of relevant funds at the appropriate time, and to enable the Friends of the Angus to plan for the future. We also stored and use this information so that the Friends of the Angus can accurately follow the wishes and intentions of supporters who indicate that they will be leaving a legacy. In addition, details of proposed legators will be used to thank legators during their lifetime.	Details of a legator's identity, the amount of any legacy, and the use to which it was put will be stored by the Friends of the Angus in perpetuity. Where a legacy contains conditions, disputes or is subject to a dispute, we will retain all information held pertaining to that legacy until (a) 15 years following the end of the dispute or any potential further disputes, or (b) until the assets forming the legacy are exhausted (whichever is longer).	Processing is necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The Friends of the Angus has a legitimate interest in seeking legacy donations, holding a record of expected legacy donations, thanking legators and their families, and having materials available to demonstrate the organisation's interests in such funds.	N/A		N/A	
5	Recordings of you and your display name from online lectures/meetings, where you have made this information publicly available in recorded sessions.	We obtain this data from you	To record lectures and meetings held by the Angus Library/Friends of the Angus and to publish/distribute them on online channels.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The Friends of the Angus has a legitimate interest in recording lectures and meetings to record and promote the activities of the Angus Library/Friends of the Angus.	N/A		N/A	
6	Security records, including CCTV records. Records of security incidents, accident reports and health and safety records.	We generate this data about you	To monitor the attendance of people on College premises, events on college premises, and relevant incidents occurring, as part of the College's safety and security arrangements.	CCTV records are retained for one month. Access, accident, health and safety, and similar records are retained for 7 years.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in monitoring the attendance of people on College premises, as part of the College's safety and security arrangements.	Substantial public interest under the UK Data Protection Act 2018	To the extent that special category data is recorded, this will be done under the substantial public interest as being required under an enactment or rule of law, or preventing or detecting unlawful acts.	The processing relates to personal data that you have manifestly made public The processing is necessary in connection with legal proceedings (including prospective legal proceedings) The processing is necessary for the purpose of obtaining legal advice The processing is otherwise necessary for establishing, exercising or defending legal rights The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018 The processing meets a condition in Part 3 of Schedule 1 to the Data Protection Act 2018	

7	Records generated for legal or statutory compliance purposes that contain names and/or associated personal data. For example, copies of data supplied pursuant to requests made under data protection and/or freedom of information legislation, records made to comply with safeguarding, health and safety or counter-terrorism legislation, in connection with legal advice or claims, or to comply with auditors' requirements.	We obtain this data from you We generate this data about you Third party	So that we have a record of information supplied, both in the interests of good administration and also to meet legal and regulatory requirements.	For subject access requests the College will keep a record of the SAR output for a period of two years following the provision of the data to the data subject.	Processing is necessary for compliance with a legal obligation	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Where it processes special category data for these purposes, the College is exercising functions conferred under legislation. The processing is necessary for reasons of substantial public interest, namely the requirement for the College to comply with its statutory and legal obligations.
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VERSION CONTROL

Version	Changes	Made by	Date
1.0	Document created	DPO & Angus Librarian	February 2025