

# Privacy Notice

## 1. About This Privacy Notice

This privacy notice explains how **The Old Library CIO** collects, uses, and protects your personal information. It also explains your rights under UK data protection law.

We are committed to protecting your privacy and handling your personal data in a transparent and lawful way, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. [[ico.org.uk](https://ico.org.uk)]

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## 2. Who We Are

**Charity name:** The Old Library

**Registered address:** Skircoat Green Road, HX3 0LQ

**Charity number:** 1198148

**Email:** theoldlibrary21@gmail.com

For the purposes of data protection law, **The Old Library** is the *data controller*.

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## 3. What Personal Information We Collect

Depending on how you interact with us, we may collect:

- Your name and contact details (such as address, email, phone number)
- Information about your involvement with us (for example as a library member, Friend of The Old Library, donor, volunteer, beneficiary, events attendee or supporter)
- Donation and Gift Aid information
- Records of communications with you
- Relevant information needed to provide our services

In some cases, we may also collect **special category data** (such as health information) where this is necessary and lawful to do so. [[cfg.org.uk](https://cfg.org.uk)]

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## 4. How We Use Your Information

We use your personal information to:

- Provide charitable services and support
- Manage donations, fundraising, ticket purchases and Gift Aid
- Communicate with you about our work and activities
- Manage library members, Friends of The Old Library, event attendees, volunteers and trustees
- Meet our legal and regulatory obligations

We only use your data for the purposes it was collected for, or for closely related purposes.

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## 5. Lawful Bases for Processing

Under UK GDPR, we must have a lawful basis for using your personal data. These may include:

- Your consent
- Performance of a contract
- Compliance with a legal obligation
- Legitimate interests of the charity (where these do not override your rights)

Which lawful basis applies depends on the purpose for which we are using your data. [\[ico.org.uk\]](https://ico.org.uk)

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## 6. How We Store and Protect Your Information

We take appropriate steps to protect your personal information, including:

- Secure storage of electronic and paper records
- Restricting access to personal data
- Using passwords and other security measures

We only keep your data for as long as necessary for the purposes for which it was collected.

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## 7. Sharing Your Information

We do not sell your personal data.

We may share your information with trusted third parties where necessary, such as:

- Payment processors
- Regulatory bodies (for example HMRC for Gift Aid)
- Professional advisers

We only share what is necessary and ensure appropriate safeguards are in place.

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## 8. Your Data Protection Rights

You have rights under UK GDPR, including the right to:

- Access your personal data
- Ask us to correct inaccurate information
- Ask us to delete your data in certain circumstances
- Object to or restrict how we use your data
- Withdraw consent (where consent is the lawful basis)

You also have the right to complain to the Information Commissioner's Office (ICO) if you are unhappy with how we handle your data. [[ico.org.uk](https://ico.org.uk)]

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## 9. How to Contact Us

If you have any questions about this privacy notice or wish to exercise your rights, please contact:

**The Treasurer or Volunteer Coordinator**

**Email:** [theoldlibrary21@gmail.com](mailto:theoldlibrary21@gmail.com)

**Address:** The Old Library, Skircoat Green Road, Halifax, HX3 0QL

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## 10. Changes to This Privacy Notice

We may update this privacy notice from time to time. The latest version will always be available on our website or on request.

**Last updated:** 5<sup>th</sup> February 2026