



## Data Privacy Notice

### 1. Your personal data - What is it?

Personal data relates to a living person who can be identified from that data. Identification can be by the information alone or that which can be taken from any other information in the data controller's possession. Any processing or use of your personal data is governed by the General Data Protection Regulation. (Referred to elsewhere in this document as the 'GDPR')

### 2. Who are we?

The **Trustee Board of Gloucester City Mission (GCM)** is the data controller. This means it decides how your data is processed and for what purposes. (Details of how to make contact can be found in item 9 of this document).

### 3. How do we process your personal data?

The Trustee Board complies with its obligations under the GDPR by keeping personal data up to date; storing it securely and destroying it safely; by not collecting or retaining excessive or unnecessary information and by protecting data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures such as encryption are in place to protect any personal data we hold.

We use your personal data for the following purposes:-

- To administer membership records
- To inform you of news, events and activities relevant to GCM
- To fundraise for and promote the interests of GCM
- To manage employees and volunteers
- To maintain our accounts and records (Including the processing of gift aid applications)
- To contact individuals via surveys to solicit their opinions when appropriate

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities
- Processing data in respect of gift aided donations
- Processing data and carrying out any legal or financial obligations related to direct employment by the Trustee Board of GCM
- Processing data as required under any social protection law
- Processing data related to any relevant legislation concerning the safeguarding of children and vulnerable adults
- Processing is carried out by the Administration of GCM provided:-
  - a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes
  - b) there is no disclosure to a third party without consent

### 5. Sharing your personal data



All data held about you will be treated as confidential and will not be shared with other members of the organisation without your consent.

## 6. How long is your personal data held?

Data will be kept in accordance with legislation, for as long as is required.

- Gift aid declarations and associated paperwork for up to six years after the calendar year to which it relates
- Safeguarding records (applicable to volunteers and staff) are required by law to be kept permanently

## 7. Your rights and your personal data

Unless subject to any exemptions under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Trustee Board of GCM holds about you.
- The right to request that the Trustee Board of GCM corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your data is erased when it is no longer necessary for such data to be retained
- The right to withdraw your consent to the use of your personal data at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller. (This right is known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on any further processing.
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioner's Office

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining any new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to any new processing.

## 9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administrator, Gloucester City Mission etc address, telephone email

*The Information Commissioner's Office can be contacted on 0303 123 1113 or via email; <https://ico.org.uk/global/contact-us/email/> or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF*