



## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

### 2. Who are we?

Woodcroft Christian Centre is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

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

Woodcroft Christian Centre complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- *To Manage Enquires/Bookings and use of the centre*
- *To administer supporters' records and acknowledge support*
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- *To operate the Woodcroft Christian Centres web site and deliver the services that individuals have requested.*
- *To inform Supporters of news, events, activities, fundraising and availability at Woodcroft Christian Centre*
- [Our processing also includes the use of CCTV systems for the prevention of crime].

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

- Legal Obligation is used to process Gift Aid, Donations, employment, volunteer, social security or social protection law, or a collective agreement
- Performance of a contract is used regarding your data in any agreement to which the data subject is party or in order to take steps at the request of the data subject prior to entering in to a contract, including booking enquires and reservations
- Explicit consent of the data subject is used so that we can keep you informed about news, events, activities, fundraising and centre availability
- Legitimate interest is used regarding CCTV operation
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be used by Woodcroft Christian Centre in order to carry out purposes connected with the charity. We will only share your data with third parties with your consent or where required in order to comply with any legal obligation.

#### **6. How long do we keep your personal data?**

Woodcroft Christian Centre will only keep your personal data for as long as it is reasonably necessary and in accordance with statutory requirements. For example, HMRC require that we keep a record of your name, address and gift aid declaration for six years from the date of your last donations. Where the information is no longer required, we will ensure that it is disposed of in a secure manner.

#### **7. Your rights and your personal data**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Woodcroft Christian Centre holds about you;
- The right to request that Woodcroft Christian Centre corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Woodcroft Christian Centre to retain such data;
- The right to withdraw your consent to the processing 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, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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 further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners 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 this 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 the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Centre Manager at Woodcroft Christian Centre, Woodcroft Chepstow, Mon NP16 7PZ, Tel: 01291 624114 Email: [Office@woodcroft-online.org.uk](mailto:Office@woodcroft-online.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF