

WINSLOW BIG SOCIETY GROUP

DATA PRIVACY NOTICE

This notice sets out the rights of individuals regarding the use and storage of their data.

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 Data Protection law, in particular the General Data Protection Regulation (the "GDPR").

Who are we?

Winslow Big Society Group (WBSG) is the data controller for personal data we use to deliver our services. This means we decide how your personal data is processed and for what purposes. WBSG is about to hopefully become a charitable incorporated organisation registered with the Charity Commission in England and Wales with charity number (TBC) . Our registered address is 37 Fairmeadow, Winslow, Buckingham, MK18 3JB. Where agreements with funders require, WBSG acts as data processor and complies with the same regulations in such cases.

How do we process your personal data?

WBSG complies with its obligations under Data protection law 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. Only anonymised data is used for reporting and monitoring.

We use your personal data for the following purposes: -

- To enable us to provide voluntary services for the benefit of the public in the civil parish of Winslow and surrounding areas as specified in our constitution (including services that are charged for, i.e. primary purpose trading activities).
- To administer volunteer and Trustee records and manage our volunteers.
- To fundraise and promote the interests of the charity.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events, activities and services that are relevant to our work.
- To fulfil specific requirements of service delivery agreements with funders and others.

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, activities and services.
- Processing is necessary for carrying out obligations under employment, health and safety, social security or social protection law. Such protection and justification for processing applies to personal data relating to volunteers or beneficiaries who have

particular health needs that mean we need to make special allowance for them either when we provide them with a service or when they are working for us.

- Legal obligations and furtherance of legitimate interests when we process your gift aid declarations.
- Where personal data is collected relating to attendance at an event, unless specific consent is given, that data will only be used in communications around the administration, running and follow-up for that event as a legitimate interest.
- Where personal data is collected relating to service delivery only information required for service delivery is collected, and all sensitive personal data (whether electronic or hard copy) is securely stored and access restricted only to volunteers who need it. For reasons of continuity of service delivery, and to ensure that relevant information about repeat clients or volunteers is available, data is generally retained for one year after your last contact with the service (unless you have given consent for us to stay in touch with you, in which case we will retain it until you withdraw that consent). Only data necessary to direct service delivery is shared with relevant volunteers. Any personal data shared with funders is either anonymised, or specific consent is sought from the data subject to enable this sharing.
- Where personal data is collected relating to trading activity, only necessary data is collected, and any sensitive information is securely stored and access restricted only to volunteers who need it.
- Where personal data is collected relating to any other short term project, only data that is needed will be collected, and the other considerations made clear elsewhere in this policy will apply.

Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared except where specifically required by contractual agreements. We will only share your data with third parties outside WBSG with your explicit consent or where we are required to do so by law/contractual commitments. In cases where partnership working agreements require data sharing, specific consent will be obtained.

How long do we keep your personal data?

We keep data in accordance with Data Protection law, and our board has decided that data will be retained for one year after your last contact with the service (unless you have given consent for us to stay in touch with you, in which case we will retain it until you withdraw that consent - see above for detail about our services).

Your rights and your personal data

Unless subject to an exemption 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 we hold about you.
- The right to request that we correct 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 us 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)¹.
- 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 data².
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will publish 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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Chair, Veronica Corben at vcorben1@gmail.com

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.

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¹ 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.

² 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