

# **DATA PRIVACY NOTICE**

## **St Christopher's Hall Trust Admaston House, Wellington Road, Admaston, Telford TF5 0BN**

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

Personal data relates to a living individual who can be identified from that data. The data may be text, numerical, pictorial or any other format that might identify an individual. Such identification can be from the information alone or when it is used in conjunction with any other information in the data controller's possession or likely to come into such possession. From May 2018 the processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

For the purposes of the GDPR regulations, St Christopher's Hall Trust (ST CS) is the Data Controller (contact details below). This means it decides how your personal data that it holds is processed and for what purposes.

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

ST CS will comply with its obligations under the "GDPR" by keeping personal data held 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.

ST CS may use your personal data for some or all the following purposes: -

- To enable them to provide a voluntary service for the benefit of the general public in a particular geographical area as specified in their constitution;
- To administer attendance records and maintain a list of others associated with the trust and its activities;
- To fundraise for and promote the interests of ST CS;
- To manage ST CS employees, contractors and volunteers;
- To maintain ST CS accounts and records (including the processing of gift aid applications with HMRC);
- To inform you of news, events, activities and services run by or connected with ST CS (in writing, by telephone or electronically via email and social media);
- To enable access for individuals to events, courses and other things organised and run by ST CS ;
- Some generic pictorial representations may be used to promote ST CS activities listed above on its website and social media platforms. No textual or numerical data will be used in this way other than by prior consent.

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

- The explicit individual consent of the data subject is required so that ST CS can hold and process personal data relating to that individual in order to keep them informed about

news, events, activities and services (as specified above) and to process gift aid donations and keep individuals informed of wider Christian and Community events.

- Contact made by a data subject to a volunteer or employee is considered consent for the information given to be stored and processed (e.g. phone number or email) by that individual. Explicit permission will always be sought by the volunteer or employee from the data subject to pass the data on.
- Processing is necessary for carrying out statutory obligations under employment, social security or social protection law, or a collective agreement;
- Processing will be carried out by St Christopher's Hall Trust as a not-for-profit body with a religious objectives provided :
  - that processing relates only to volunteers or former volunteers or those who have regular contact with it in connection with its programmes, events and other purposes and
  - there is no disclosure to a third party without prior consent (subject to generic pictorial representations on social media platforms mentioned at 3 above)

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

Your personal data will be treated as strictly confidential and will only be shared with other volunteers of ST CS or its employees in order to carry out a service to other ST CS volunteers or for purposes connected with the trust and its mission. ST CS will not share personal data with third parties without the individual's prior consent.

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

ST CS will keep data as long as it is relevant to do so or until someone no longer wishes to have their data held or in the case of official documentation for as long as the legal requirement specified (e.g. for gift aid for 6 years following the tax year to which the claim relates)

## **7. How will your personal data be stored and managed ?**

Data may be held in many forms including :

- paper based files and records
- computer hard drive storage including laptops and ipads
- hand held devices, notably smart phones

Personal data will only be held by ST CS employees and volunteers who by reason of their role have need to do so.

It is the responsibility of each of those employees and volunteers to ensure data security by retaining such data under lock and key or else under password or encrypted protection if held electronically. It is the duty of the Trustees team to ensure all employees and volunteers comply with such data security requirements.

## **7. 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 St Christopher's Hall Trust holds about you;
- The right to request that St Christopher's Hall Trust 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 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.  
[This *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  
[This *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 ST CS wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then they 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, they 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 the Layworker or any member of the Trustee Team at St Christopher's Hall Trust.

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.