



SwH Church Hall

Data Privacy Notice

The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall) *Registered Charity No 1175313*

Chair: Mrs M Eagles Secretary: Mr D Ruddick, 24 Station Road, Hest Bank, Lancaster LA2 6HP

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 (the "GDPR").

2. Who are we?

The Board of Trustees of The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall), *Registered Charity No 1175313*, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Trustees complies with its obligations under the "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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of any gift aid applications);
- To inform you of news, events, activities at SwH Church Hall
- To inform you of appeals and fundraising activities.

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, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- 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 shared with other users of the Church Hall in order to carry out a service to other Hall users or for purposes connected with the Church Hall. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data ?

We keep data in accordance with the guidance set out by other bodies, for instance the Church of England and the URC. Specifically, we retain contact data while it is still current and for 2 years after it ceases to be current.

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 the Board of Trustees holds about you;
- The right to request that the Board of Trustees 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 the Board of Trustees to retain such data;
- The right to withdraw your consent to the processing at any time

- 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 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 or complaints please in the first instance contact the Secretary to the Board of Trustees (see front sheet for address or by email to swhchurchhall@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.