**Privacy Notice**

**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)

**Who are we?**

The Charity MCK is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

Th Charity MCK 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 date for the following purposes –

* To enable us to provide a service for the benefit of the public in a particular geographical area as specified in our constitution.
* To administer records
* To fundraise and promote the interests of the charity
* To manage our employees and volunteers
* To maintain accounts and records (including the processing of gift aid applications)
* To inform you of news, events, activities and services run by the charity

**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 legal obligations in relation to gift aid or under employment law.

**Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the charity to carry out a service. We will only share your data with a third party with your consent.

**How long do we keep your personal data?**

We retain personal data while it is still current. We will retain gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate.

**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 charity MCK holds about you
* The right to request that the charity MCK 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 charity MCK 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 directly to another data controller
* 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 your personal data
* 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 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.

**Contact details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer at The Church Office, 131 Mounts Road, Greenhithe, Kent DA9 9ND

You can contact the Information Commissioners Office at https:ico.org.uk