



partnering local churches – serving local communities

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 (the "GDPR"). Connect may hold the following personal data: names, addresses/ email addresses and phone numbers of those who have signed up as supporters, the bank details of donors and some confidential data relating to members of the executive committee, trainees, associate workers and service providers relating to safeguarding / contractual agreements (eg DBS numbers)

2. Who are we?

The Executive Committee of Connect (Charity number 1126303, address: c/o Crediton Congregational Church, 98 Hightower Street, Crediton EX17 3LB, see: www.connectdevon.org) is the data controller (contact details below). It decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Connect aims to comply 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 trust deed;
- To fundraise and promote the interests of the charity;
- To manage our service providers and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news and events,

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

- Explicit consent of the data subject has been given for the purposes of a contractual agreement or so that we can keep you informed about news and events and process your gift aid donations.
- Processing is necessary for carrying out obligations under contractual, legal, 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 service providers for Connect, Connect trainees and associate youth workers, members of the Local Support Groups and Executive Committee of Connect, and those who have given specific consent for Connect to contact them for the reasons given above, (or those who have regular contact with it in connection with those purposes);
 - there is no disclosure to a third party without consent.



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5. How we store your personal information:

Your contact details are stored in password protected encrypted cloud storage with pCloud.com.

6. How long do we keep your personal data

We keep data in accordance with the guidance set out in Connect's Data Protection Policy and renewed consent will be sought after a period of **five** years.

Gift Aid: Specifically, we retain; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate;

7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the charity in order to carry out a service to other charity members or for purposes connected with the charity. We will only share your data with third parties with your consent.

8. 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 Connect holds about you.
- The right to request that Connect 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 Connect 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), [*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.



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8. Further processing:

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 info@connectdevon.org.

10. How to Complain:

If you have any concerns about our use of your personal information, you can contact us at info@connectdevon.org. You can also contact the Information Commissioner's Office (ICO - <https://www.ico.org.uk>): Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (tel 0303 123 1113)