



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").

2. Who are we?

Faithworks Wessex 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?

Faithworks Wessex 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 one/some/all of the following purposes: -

- To enable us to work with clients across our charitable projects
- To help manage our staff and 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 run by Faithworks and its partners.

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 staff or officers in the charity in order to carry out a service for you or to provide you with necessary information. We will only share your data with third parties outside of the charity with your consent.

6. How long do we keep your personal data?

We keep data for as long as there is a clear purpose based on whether we are still working with you as a client, volunteer and donor, or you have asked to be kept informed of activities and information about the charity.

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 Faithworks Wessex holds about you;
- The right to request that Faithworks Wessex 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 Faithworks Wessex 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
- 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 – 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 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 of complaints please in the first instance contact the Chief Executive on 01202 429037, or by email at hello@faithworkswessex.org.uk, or by mail to 154a Seabourne Road, Bournemouth BH5 2JA

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.