

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 2016/679 (the "GDPR")].

Who are we?

The Gate Charity 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?

- The Gate 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: - (examples shown below)
 - To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
 - To administer membership records;
 - To fundraise and promote the interests of the charity;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records.
 - [Our processing also includes the use of CCTV systems for the prevention of crime].
 - To operate The Gate website and deliver the services that individuals have requested.
 - To inform individuals of news, events, activities or services running at The Gate.
 - To process gift aid applications.
 - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

[**Please note:** that these lists are not exhaustive, and you may process personal data for other purposes, which will need to be recorded. Remember, at the heart of this is ensuring that individuals are aware of exactly what you are going to do with their personal data and giving them the opportunity to consent where necessary].

What is the legal basis for processing your personal data?

- Consent of the data subject.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Processing

- Explicit consent of the data subject [link to "Consent Form" as above].
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent;
- Processing is carried out by a not-for-profit body and 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.
- Processing relates to personal data manifestly made public by the data subject;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law;
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional;
- Processing is necessary for the reasons of public interest in the area of public health;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes. [Where

the personal data are collected direct from the data subject, the data subject must be informed whether he or she is obliged to provide the personal data and the consequences, if he/she does not provide the data].

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only on a need to know basis.

We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of 5 weeks after withdrawing from volunteer or as a member of our Charity.

We keep your personal data for no longer than reasonably necessary and we only retain your data for legal reasons.

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 that The Gate holds about you;
- The right to request that The Gate 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 Gate 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 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. (include contact details)
- Transfer of Data Abroad If the personal data is to be transferred to countries or territories outside the EU you must include details of how the data will be protected, together with details of how to obtain copies of the relevant safeguards].

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.

A handwritten signature in black ink that reads "M. Brownhill". The signature is written in a cursive style and is underlined with a single horizontal line.

Updated May 2019. Review May 2020.