

Westbourne Church Restoration Trust

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?

The Westbourne Church Restoration Trust 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 Westbourne Church Restoration Trust 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 inform you of news, events, and activities of the Trust
- To fundraise and promote the interests of the Trust;
- To manage all volunteers including Trustees;
- To administer records relating to the Trust;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To enable us to help to preserve and restore the Westbourne village church of St John the Baptist.

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 and activities, and can process your gifts & donations (including claiming gift aid).
- Processing is necessary for carrying out obligations we may have under charity law;
- Processing is carried out by us as a not-for-profit body with a heritage aim provided: the processing relates only to current or former volunteers (including trustees), donor and supporters.
- 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 members of the Trust in order to carry out activities (including Trust management and administration, fundraising and publicity) and for purposes connected with the Trust.

6. How long do we keep your personal data?

We keep data for

- For up to five years after you have ceased to be an active supporter of or donor to the Trust

- For gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.
- And for matters relating to any involvement of a trustee, or relating to any matter that may legitimately be deemed of historical interest to the Trust, permanently.

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 Westbourne Church Restoration Trust holds about you;
- The right to request that the Westbourne Church Restoration Trust 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 Westbourne Church Restoration Trust 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 Trust's Treasurer and Secretary WestbourneChurchRestoration@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.

10. Review

This notice will be reviewed every three years.

JMK

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