

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 Centre at St Peters, Ravenshead 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 Centre at St Peters, Ravenshead 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
-) To administer our Friends of the Centre records;
-) To fundraise and promote the interests of the Centre at St Peters, Ravenshead;
-) To manage our volunteers;
-) To maintain our own accounts and records;
-) To inform you of news, events, activities and services running at Centre at St Peters, Ravenshead;
-) To maintain a contract record for all those hiring the Centre at St Peters, Ravenshead.

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

-) Explicit consent of the data subject through the completion and signing of the Friends of the Centre Application Form so that we can keep you informed about news, events, activities and services.
-) Consent of the data subject through the completion and signing of the Booking Confirmation Form so that we can keep you informed about news, events, activities and services.
-) Processing is carried out by the Centre at St Peters, Ravenshead as not-for-profit organisation provided: -
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o 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 duly authorised members of the Centre at St Peters, Ravenshead in order to carry out our services. We will not share your data with third parties outside of the Centre at St Peters, Ravenshead with your consent.

6. How long do we keep your personal data¹?

We keep Friends data and associated paperwork for up to 2 years before renewal after the calendar year to which they relate; and Centre User Data until the booking is cancelled.

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 Centre at St Peters, Ravenshead holds about you;
-) The right to request that the Centre at St Peters, Ravenshead 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 Centre at St Peters, Ravenshead 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), (where applicable) [*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.

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 the data controller for the Centre at St Peters, Ravenshead by:

Phone: 0300 030 1380

Email: enquiries@thecentreatstpeters.co.uk

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