

# DATA PRIVACY NOTICE

## Aylesbury Town Chaplaincy

### 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?

Aylesbury Town Chaplaincy's Board 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 Board of Aylesbury Town Chaplaincy 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 fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of the news, events and activities of Aylesbury Town Chaplaincy.

### 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.
- 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 volunteers and supporters or former volunteers and supporters (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 and trustees of the Chaplaincy for purposes connected with the Chaplaincy. We may also on occasion need to share your information with volunteers of the Chaplaincy for purposes connected with the Chaplaincy, but we will explain this and check for your consent beforehand. We will only share your data with third parties outside of the Chaplaincy with your consent.

## **6. How long do we keep your personal data?**

We keep your personal data for no longer than is necessary, for a period of 12 months after you stop volunteering to ensure we have records for safeguarding and/or complaints purposes. Gift Aid and employment/tax information will be kept for 7 calendar years after your connection with us ceases.

For supporters or others with a less formal connection with us your information will be removed on request.

## **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 Aylesbury Town Chaplaincy holds about you;
- The right to request that the Board of Aylesbury Town Chaplaincy 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 Aylesbury Town Chaplaincy 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
- 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
- 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 Operations Manager of Aylesbury Town Chaplaincy via [office@aylesburytownchaplaincy.co.uk](mailto:office@aylesburytownchaplaincy.co.uk) or in writing to Aylesbury Town Chaplaincy, c/o Holy Trinity Parish Office, Walton St, Aylesbury, HP21 7QX.

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.