

Data Privacy Notice

Definitions in Brief:

- **Personal data** is information about a living individual which is capable of identifying that individual.
- **Processing** is anything done with/to personal data, including storing it.
- The **data subject** is the person about whom personal data are processed.
- The **data controller** is the person or organisation who determines the how and what of data processing.

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 Committee of the St Albans Diocesan Evangelical Fellowship (DEF) 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 DEF 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 administer membership records;
- To fundraise and promote the activity of the DEF;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events and activities run by the DEF or other organisations with similar aims and objectives;
- To contact you to conduct research about your opinions of the DEF's past and current provision or of potential new services that we may offer.

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

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and process your Gift Aid donations and keep you informed about events.
- 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 within the DEF Committee and with the DEF member responsible for the DEF online communications (e.g. website, Eventbrite, Mailchimp) in order to carry out a service for you or for other DEF members or for purposes connected with the DEF. We will not share your data with third parties beyond this group unless we have your explicit consent.

6. How long do we keep your personal data?

- We retain Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.
- We retain your other personal data until such time as you request it be erased. Every communication from the DEF will contain an invitation for you to unsubscribe, upon which request, the DEF will erase your data immediately. To ensure we do not keep your data longer than necessary, we will contact you every 6 years (starting 2019) with a specific invitation to re-affirm your permission for us to process your data. If you do not re-affirm this permission, the DEF will erase your data.

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 DEF holds about you;
- The right to request that the DEF 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 DEF 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 you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [*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. [*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 of complaints please in the first instance contact the Membership Secretary via the online form at <https://stalbandsdef.org.uk/contact-us> or by post at Rectory, Acorn Street, Hunsdon, Ware, Hertfordshire. SG12 8PB.

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.