

## **DATA PRIVACY NOTICE**

### **Open Door Exmouth**

#### **1. What is a Privacy Notice?**

A Privacy Notice explains what information we hold about you, why we hold it, how we protect it for you, and how you can have your information removed from our files if you so wish.

#### **2. Why are we giving you this information?**

A new law – the General Data Protection Regulation (GDPR) – comes into effect on 25<sup>th</sup> May 2018 and affects the way charities, as well as companies and other organisations, keep information about their supporters. This is why we are giving you a summary of our updated Privacy Notice, which is now included within our Data Protection policy.

#### **3. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Examples of personal data are staff/volunteer details, and names, addresses and other information relating to service users, supporters and other individuals. 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").

#### **4. Who are we?**

Open Door Exmouth is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **5. How do we process your personal data?**

Open Door Exmouth 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 service users of Open Door Exmouth
- To administer rotas, newsletters, regular updates, invitations and celebrations
- To manage our employees and volunteers
- To fundraise, raise awareness and promote the interests of Open Door Exmouth
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services relating to Open Door Exmouth

#### **6. 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, activities and services and process your gift aid donations
- Processing is necessary in relation to a contract which the individual has entered into or because the individual has asked for something to be done so they can enter into a contract
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary because of a legal obligation (except an obligation imposed by a contract)
- Processing is carried out by a not-for-profit organisation and does not involve disclosing personal data to a third party, unless the individual consents
- Processing is in accordance with the “legitimate interests” condition
- Processing is necessary to protect the individual’s “vital interests”. This condition only applies in cases of life or death, such as where an individual’s medical history is disclosed to a paramedic treating them
- The individual has deliberately made the information public

### **7. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared on a need to know basis with Open Door Exmouth staff. We will only share your data with third parties with your consent, unless the law permits or requires disclosure e.g. safeguarding or criminal activity.

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

We retain data while it is still current; staff records will be kept for 7 years following cessation of employment, in line with best practice guidelines; volunteer records will be kept for 6 months after cessation of volunteering; service user records will be archived one year after cessation of support. Notes for adult service users will be held for 7 years after the ending of a service user’s contract with Open Door Exmouth, and records held for children under the age of 18 will be retained for 7 years after the end of their engagement with Open Door Exmouth or until the child reaches the age of 18, whichever is the later date. Adult service users and children with the capacity to consent will have the right to access personal information held in their records, in accordance with the Data Protection legislation. Financial records will be held for 7 years, in line with best practise guidelines. Accident forms, paperwork relating to safeguarding or child protection issues, and trustee minutes will be kept indefinitely.

### **9. 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 Open Door Exmouth holds about you
- The right to request that Open Door Exmouth 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 Open Door Exmouth 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)
- 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
- The right to lodge a complaint with the Information Commissioner's Office

#### **10. Further processing**

If we wish to use your personal data for a new purpose, not covered by this 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.

#### **11. Contact Details**

To exercise all relevant rights, queries or complaints, please in the first instance contact: Sandy Tait, Administrator: 01395 224218 or email [info@opendoorexmouth.org.uk](mailto:info@opendoorexmouth.org.uk)

If you would prefer, you can write to our Data Protection Officer:  
Sally Parnell, c/o Open Door Exmouth, Church Street, Exmouth, EX8 1PE

Alternatively, 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.