



Rugeley Community Centre

Data Privacy Statement

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?

Rugeley Community Centre is operated by Rugeley Community Church Limited. Rugeley Community Church Limited 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?

Rugeley Community Church Limited 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 fundraise and promote the interests of Rugeley Community Centre;
- To manage our employees and volunteers;
- 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 Rugeley Community Centre.

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

- Explicit consent from you, the data subject, so that we can keep you informed about news, events, activities, and services relating to Rugeley Community Centre, and to process your gift aid donations;
- Processing is necessary for carrying out obligations under employment, social security, or social protection law, or a collective agreement;

5. How is your personal data kept safe?

The originals of your forms and invoices, or a photocopy, are kept in a secure, locked filing cabinet at Rugeley Community Centre. The information is also held in a password-protected database and stored on a password-protected computer.

From time to time we claim Gift Aid money back from the government. When this happens, another database is created which lists all the people whose Gift Aid we are reclaiming. This database is also password-protected and kept on a password-protected computer.

6. Sharing your personal data

Your personal data will be treated as strictly confidential, we will only share your data with third parties outside of the organisation with your consent.

Rugeley Community Church Limited: Company number 8341226: Charity number 1152303
Registered company address: Rugeley Community Centre, Burnthill Lane, Rugeley, Staffordshire, WS15 2HX

Our aim is to be church family living out the love of God in all we do and to all we meet

7. How long do we keep your personal data?

(a) Hirers, suppliers, and contractors:

Your details will be retained for six years from the end of Rugeley Community Church Limited's current financial year. This is so we could prove that our accounts are correct. Charity law means we may need to be able to prove this.

(b) Supporters:

Your Standing Order or Gift Aid form will be kept for as long as it is in operation.

You can cancel your Standing Order or Gift Aid agreement at any time.

Your forms will then be kept for six years. This is so we could prove that our accounts are correct. Charity law means we may need to be able to prove this.

8. 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 Rugeley Community Church Limited holds about you;
- The right to request that Rugeley Community Church Limited 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 Rugeley Community Church Limited 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 object to the processing of personal data 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 historical research and statistics;
- The right to lodge a complaint with the Information Commissioners Office (contact details below).

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Statement, then we will provide you with a new Statement 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.

10. Contact Details

To exercise all relevant rights, queries and complaints please, in the first instance, contact the Data Protection Lead at Rugeley Community Centre, Burnthill Lane, Rugeley, Staffordshire, WS15 2HX, via email office@rugeleycc.org.uk or via telephone 01889 579341.

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.