

Open Door Centre Policy 08	Privacy Notice
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1 Background

- 1.1 The John Trotter Trust is the Registered Charity for the Open Door Centre [Charity Registration No: 1141414]. The Centre is at the heart of the community outreach of Christ Church Barnet [CCB]. Where relevant, the Trust's policies reflect those of CCB.

2 The purpose of the Privacy Notice

- 2.1 The purpose of the Privacy Notice is to ensure that Trustees, Volunteers and Employees know what personal data is collected, stored and used by the John Trotter Trust.

3 Applicability of the Privacy Notice

- 3.1 This Policy applies to Trustees, Volunteers and Employees of the Centre and users of the Open Door Centre website.

4 Personal data

- 4.1 This document defines what is covered by the term 'personal data' and describes how this data is collected, stored and used by the John Trotter Trust.

- 4.2 "Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *[the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR" and other legislation relating to personal data and rights such as the Human Rights Act 1998]*.

5 Who are we?

- 5.1 This Privacy Notice is provided by the John Trotter Trust which is the data controller for your data.

6 What data do the data controllers listed above process?

- 6.1 The Trust will process some or all of the following where necessary to perform its tasks:
- i. Names, titles, and aliases, photographs;
 - ii. Contact details such as telephone numbers, addresses, and email addresses;
 - iii. Where you make donations to the Charity; when you fundraise for the Open Door either directly or through Mydonate or other social platforms for giving; or when you pay for activities such as use of the rooms in the Open Door Centre, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

- iv. The only data we would hold which is likely to constitute sensitive personal data is that which you may provide to us (for example you may give us information when corresponding with us by email, telephone or letter)

7 How personal data is used by John Trotter Trustees

7.1 Personal data is used by the Trust for a number of purposes including:

- i. Publications, invitations and other communications.
- ii. e-news
- iii. Internal reporting, record keeping and financial reporting as appropriate
- iv. Responding to data access requests you make.
- v. Contacting you, your next of kin, or other relevant contact in case of an emergency.
- vi. Communications to you may be sent by post, telephone or email address.
- vii. Your personal mobile phone number which is used by the accessing of the Software Communication Account (Sling) providing you have given consent. (This applies to Volunteers only)

7.2 If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below. We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

8 Sharing personal data

8.1 Personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent.

9 How long is personal data kept?

9.1 The Trust will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of seven years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

10 Your rights and your personal data

10.1 You have the following rights with respect to your personal data:

10.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- i. The right to access information we hold on you
 - a. At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request, we will respond within one month.

- b. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- ii. The right to correct and update the information we hold on you
 - a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.
- iii. The right to have your information erased
 - a. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - b. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- iv. The right to object to processing of your data
 - a. You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- v. The right to data portability
 - a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- vi. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- vii. The right to object to the processing of personal data where applicable.
 - a. The right to lodge a complaint with the Information Commissioner's Office.

11 Website Cookies

- 11.1 Our website uses Google Analytics to find out more about how and why visitors come to and interact with, our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. This Analytics data is not tied to personally identifiable information. We therefore do not collect or store your personal information (e.g. your name or address) in this context so this information cannot be used to identify who you are.

12 Transfer of Data abroad

- 12.1 Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible

from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

13 Further processing

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

14 Contact Details

14.1 Please contact us if you have any questions about this Privacy Notice or the information, we hold about you or to exercise all relevant rights, queries or complaints at:

14.2 The Data Controller, John Trotter Trustees. Registered Office, Open Door Centre, St Albans Road, Barnet. Herts. EN5 4LA.

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.

Signed..... **Date**.....

Andy Wright: Chairman of the John Trotter Trust

This Policy was ratified by the Trustees of the John Trotter Trust at their meeting on 19 th May 2021	
Date of next review of this policy	May 2022
Queries about this policy should be directed to	