

DATA PRIVACY NOTICE

Banstead Five Churches

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?

Banstead Five Churches (Banstead 5) 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?

Banstead 5 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 may use your personal data for the following purposes in relation to an activity of Banstead 5: -

- To enable us to administer and manage an activity ;
- To enable us to undertake Safeguarding procedures;
- To communicate with you in relation to the activity, including medical issues which may arise;
- To maintain registers required by UK law;

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

1. Your explicit consent as 'data subject' so that we can keep you informed about Banstead 5 events, activities and services.
2. Processing is necessary for carrying out obligations under UK law, including employment, social security or social protection law, or accounting and reporting;
3. Processing is carried out by a not-for-profit body (i.e. Banstead 5) with a religious, political, philosophical, 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 stored securely and may only be shared with other members of the Banstead 5 in order to carry out a service to other Banstead 5 members or for purposes connected with the Banstead 5. We will not share your data with any external parties.

6. How long do we keep your personal data¹?

We keep Safeguarding data for the period required by our insurers, and other data for the period required by our accounting and reporting requirements.

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 Banstead 5 holds about you;
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- The right to request that Banstead 5 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 Banstead 5 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 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 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 Banstead 5 B5churches.org.uk

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.