

ST DAVIDS DIOCESAN COUNCIL FOR SOCIAL RESPONSIBILITY (PLANT DEWI)

DATA PRIVACY NOTICE

St Davids DCSR (Plant Dewi) is committed to protecting our supporters, team, volunteers, service users and any other party from whom we collect personal data. This Privacy Notice explains what to expect when St Davids DCR (Plant Dewi) collects and uses your personal information.

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?

St Davids DCSR (Plant Dewi) is a data controller. This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

St Davids DCSR (Plant Dewi) 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 our voluntary services for the benefit of the public as specified in our constitution;
- To administer supporter records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers; for those applying for a position please refer to the Job Applicant Privacy Notice included in the job application pack;
- To maintain our own accounts and records (including the processing of gift aid applications)
- To comply with external auditor requirements and funder returns
- To inform you of news, events and activities.
- We may state at events that general photographs are taken or we may ask for your permission to take or use a specific photograph of you in order to promote our work or initiatives.

4. 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.
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement and in relation to Gift Aid.
- Processing is necessary for legitimate interests in running and promoting the charity. Legitimate interest includes, but is not limited to:
 - o Facilitating the work of our Board of Trustees and Advisory Councils;

- o Maintaining our working relationships with partner organisations and suppliers;
- o Developing new working relationships with prospective partner organisations and suppliers;
- o Processing donations;
- o Stewarding our relationships with donors.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of St Davids DCSR (Plant Dewi) for purposes connected with the charity. We will only share your data with third parties outside of the charity with your consent, if legally required to do so, or if it's necessary for legitimate interests in running the charity.

In the case of social media, any posts or comments you send to us may be shared or retweeted publicly (eg via Facebook/Twitter). St Davids DCSR (Plant Dewi) is not responsible for the Terms and Conditions of Use and the Privacy Policies of these platforms, and we advise that you read the Privacy Policies of social media platforms before using them.

6. How long do we keep your personal data?

We keep data in accordance with the regulations and funder constraints we must adhere to:

- Gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate
- Donations for up to 6 years after the calendar year to which they relate
- Employments records – banking and HR related function data retained for 6 years in line with our financial regulations, however, under tightened regulation in respect of safeguarding, our insurance dictates 50 year retention for: application process date, DBS data and whether two satisfactory references were received for staff.
- Volunteer records – data retained for 6 years after the calendar year to which they relate.

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 (St Davids DCSR) Plant Dewi holds about you – there is no charge for this and when requested we will provide you with a copy of your personal data as soon as possible, but always within 28 days;
- The right to request that the St Davids DCSR (Plant Dewi) 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 St Davids DCSR (Plant Dewi) 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 Commissioners Office.

8. 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact St Davids DCSR (Plant Dewi), Dark Gate Buildings, 3 Red Street, Carmarthen, SA31 1QL.

You can contact the Information Commissioners Office on – Wales on 02920 678400 or via email wales@ico.org.uk or at the Information Commissioner's Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.