**DATA PRIVACY NOTICE**

**The Board of Trustees of Cross-Links Dover**

**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?**

The Cross-Links, Dover Board of Trustees 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?**

The Cross-Links, Dover Board of Trustees 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 public in a particular geographical area as specified in our governing document[[1]](#footnote-1);
* To monitor and evaluate the effectiveness of our charity work using surveys, questionnaires and attendance records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To maintain our own accounts and financial records;
* To inform you of news, events, activities and services running at Cross-Links and in the local community;
* To provide evidence of outcomes achieved in relation to grants and funding.

**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 and process your gift aid donations and keep you informed about local community events.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
* Processing is carried out by a not-for-profit body with a religious aim provided: -
	+ the processing relates only to participants or former participants (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 treated as strictly confidential and will only be shared with authorised staff to fulfil our charitable objects, aims and purposes. We will share attendance records with local Early Help Service[[2]](#footnote-2) partners; and anonymised statistical data with them, sponsoring church denominations[[3]](#footnote-3) and funding partners in pursuit of our common objectives. We will only share your data with third parties with your consent.

**6. How long do we keep your personal data?**We will only keep data for as long as we are legally required to do so and in compliance with company and charity law. We may keep some other records for an extended period of time; eg financial records for 7 years and children’s attendance records for 50 years after they reach the age of 18.

**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 trustees of Cross-Links, Dover holds about you;
* The right to request that the trustees of Cross-Links, Dover 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 the trustees of Cross-Links, Dover 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), (where applicable) [*This* o*nly applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
* 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 applicable) [*This* o*nly applies 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 trustees via Mr Nigel Collins on 01304 827859 or by email: nigel@crosslinksdover.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.

1. Memorandum and Articles of Association [↑](#footnote-ref-1)
2. Dover District Youth Hub and Dover District Children’s Centres [↑](#footnote-ref-2)
3. Church of England - Canterbury Diocese and Dover Deanery; Methodist Church - South East District and Canterbury & East Kent Circuit; United Reformed Church – Southern Synod and East Kent Synod Area [↑](#footnote-ref-3)