



The processing of personal data is governed by the United Kingdom General Data Protection Regulations (UKGDPR). This Privacy Notice explains the personal data we may collect about you, how we will store and handle that data to keep it safe, and your rights. If you have any comments or questions about this policy, please contact us at [info@tdrt.org](mailto:info@tdrt.org).

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data), and you can no longer be identified from it.

For the purposes of data protection legislation, The Deptford Ragged Trust is considered the “Data Controller” of personal data processed in connection with this Privacy Notice and is responsible for deciding how we hold and use personal data about you. Our contact details are as follows:

Full name of legal entity: The Deptford Ragged Trust

Email address: [info@tdrt.org](mailto:info@tdrt.org)

Postal address: The Shaftesbury Christian Centre, Frankham Street, London SE8 4RN

It is important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at [info@tdrt.org](mailto:info@tdrt.org).

### **What information we collect and why**

Personal information might include your name, postal address, phone number and/or email address. If you have applied for a staff or volunteer post with us or are employed (or have been employed) by us, there will be other relevant employment details such as references, application forms, bank details for payment purposes and other documents required to obtain DBS clearance.

If you have set up regular financial giving to The Bear Church, we will hold details of standing orders or bank details for electronic payment purposes.

We have a number of activities for children and young people and hold the minimum information we need including the age of the children, next of kin, medical information and/or emergency contact details.

In addition, we may receive personal information about you from third parties, such as Stewardship, CAF, JustGiving, PayPal if you choose to make a donation using these platforms.

### **How we process your personal data**

We comply with our obligations under the UKGDPR 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 personal data for the following purposes:

- to administer participant/attendance records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;

- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;

### **Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared with third parties with your consent.

We may share your personal data with third parties where this is required by law, where it is necessary to provide services to you or where we have another legitimate interest in doing so, for example:

- Government bodies that require us to report processing activities
- HMRC when we make gift aid claims
- Event venues which require a guest list, food allergy information etc

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

### **How long do we keep personal data?**

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely.

From time to time we will ask you to confirm the accuracy of the data we hold about you and, at the same time, will ask for continuing consent to hold it.

### **Storing your information**

We take security of personal data seriously and only authorised personnel have access to your information. Personal data is either stored in locked cupboards or held on computers with password protected access.

All emails containing personal information are password protected and can only be accessed by authorised personnel and the intended recipient.

Authorised users of our computer systems are instructed that it is their responsibility to keep passwords confidential and are not to share them with anyone. Passwords are updated on a regular basis. All authorised persons are expected to abide by the terms of our Data Protection Policy (available on request).

### **Your rights and your personal data**

Unless subject to an exemption under the UKGDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which The Bear Church holds about you
- The right to have inaccurate data corrected
- The right to request your personal data is erased where it is no longer necessary for The Bear Church 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 you with your personal data and where possible, to transmit that data directly to another data controller
- 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

### **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, setting out the reasons and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact [info@tdrt.org](mailto:info@tdrt.org).

You can contact the Information Commissioner's 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.