



The processing of personal data is governed by the United Kingdom General Data Protection Regulations (UK GDPR). 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@thebear.tv.

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, the charitable trust of The Bear Church, 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/The Bear Church

Email address: info@thebear.tv

Postal address: The Bear Church / The Deptford Ragged Trust, Frankham Street, Deptford, 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@thebear.tv.

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, payment details and other documents required to obtain DBS clearance.

If you make a donation or set up regular financial giving to The Bear Church/The Deptford Ragged Trust, we may collect the information needed to administer your donation, including payment details where applicable.

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

Where we provide activities for children and young people, we collect only the information necessary to administer those activities safely. This may include emergency contact details, medical information where appropriate, and information about parents or guardians.

How we process your personal data

We comply with our obligations under the UK 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 and organisational measures are in place to protect personal data.

We process personal data where this is necessary to administer The Bear Church/The Deptford Ragged Trust, to comply with our legal obligations, where we have a legitimate interest in doing so, or where you have given your consent. We use personal data for the following purposes:

- To administer participant and attendance records;
- To maintain our financial accounts and records (including the administration of Gift Aid);
- To provide news and information about events, activities and services at The Bear church;
- To fundraise and promote the work of The Bear Church;
- To manage employees and volunteers;
- 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. We will only share your personal data where:

you have given your consent;

- It is necessary to provide services to you;
- We are required to do so by law; or
- We have another lawful basis for doing so under the UK GDPR.

We may share your personal data with third parties, where appropriate, including:

- Government bodies where we are required to report processing activities;
- HM Revenue & Customs (HMRC) for the administration of Gift Aid;
- Event venues where this is necessary to administer an event (for example, providing guest lists or dietary information);
- Partner organisations where this is necessary to deliver our charitable activities or services;
- Organisations that provide services on our behalf, such as payment processors, IT providers or professional advisers.

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 will only keep it for as long as is necessary for the purpose for which it was collected, or as required by law. Once it is no longer needed, it will be securely deleted or anonymised, unless we are required to retain it for legal or regulatory purposes.

From time to time, we may ask you to confirm that the personal information we hold about you is accurate and up to date. Where we rely on your consent to process personal data, we may also ask you to confirm or renew that consent.

Storing your information

We take the security of personal data seriously. Access to personal information is restricted to authorised personnel who need it to carry out their duties. Personal data may be stored securely in locked cabinets or on password-protected computer systems and secure cloud-based services, as appropriate.

Where personal information is transmitted electronically, appropriate security measures are used to protect it.

Authorised users of our computer systems are responsible for maintaining the confidentiality of their login credentials and complying with our Data Protection Policy and other information security procedures. We use appropriate technical and organisational measures to protect personal data against accidental loss, unauthorised access, alteration or disclosure.

Your rights and your personal data

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

- The right to request a copy of the personal data that The Bear Church/The Deptford Ragged Trust holds about you;
- The right to request that inaccurate or incomplete personal data is corrected;
- The right to request the erasure of your personal data where it is no longer necessary for us to retain it, subject to any legal or regulatory obligations to retain certain information;
- The right to withdraw your consent to the processing at any time where we rely on your consent to process your personal data;
- The right to request that we provide your personal data in a portable format or, where technically feasible, transmit it directly to another data controller;
- The right to request that we restrict the processing of your personal data in certain circumstances;
- The right to object to the processing of your personal data in certain circumstances; and
- The right to lodge a complaint with the Information Commissioner's Office (ICO).

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 an updated notice explaining the new purpose, the lawful basis for the processing, and any relevant changes to how your personal data will be used. Where required by law, we will seek your consent before processing your personal data for the new purpose.

Data Protection Complaints

If you have concerns about how The Bear Church/The Deptford Ragged Trust has collected, used, stored, shared or otherwise handled your personal data, you have the right to make a data protection complaint directly to us.

Complaints may be made by email to info@thebear.tv, by post to The Bear Church/The Deptford Ragged Trust, Frankham Street, Deptford, London, SE8 4RN, or by any other reasonable means.

When we receive a data protection complaint we will

- Acknowledge receipt of your complaint within 30 days;
- Investigate the matter without undue delay;
- Keep you informed of progress where appropriate; and
- Provide you with the outcome of our investigation.

If you remain dissatisfied after we have responded, you have the right to complain to the Information Commissioner's Office (ICO).

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact info@thebear.tv.

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.