

DATA PRIVACY NOTICE

Greenwich Carers Centre

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?

Greenwich Carers Centre is the data controller (contact details below). We are a registered charity whose mission is support carers and those whom they support. Any personal data that we collect will only be in relation to the work we do with our users and through our relationship with supporters, donors and funders.

3. How do we process your personal data?

Greenwich Carers Centre 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 constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at The Greenwich Carers Centre

4. Conditions for lawful processing under the GDPR: personal data (Article 6(1))

'Personal data can only be processed lawfully under the GDPR if one or more of the following are met'. Please note in reference to The Greenwich Carers Centre items B and C.

- (a) the data subject has consented to the processing;
- (b) processing is necessary in order to enter into or perform a contract with the data subject;
- (c) there is a legal obligation to perform the processing;

- (d) it is necessary to protect the vital interests of the data subjects (this essentially applies in life or death scenarios);
- (e) processing is necessary for the performance of a task carried out by a public authority or a private organisation acting in the public interest;
- (f) processing is necessary because the controller or a third party has a legitimate interest in processing the data provided that the interest is not overridden by the rights or freedoms of the affected data subjects.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so, for example providing monitoring data to our funders. We will take steps to anonymise the data we provide (ie collective reporting on gender, ethnicity, age, etc). If identifiable data is to be shared we will seek your consent.

6. How do we protect personal data?

We take appropriate measures to ensure that the information discussed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Greenwich Carers Centre Data Protection Policy. Specifically, we retain our supporter database while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

8. 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 Greenwich Carers Centre holds about you;
- The right to request that The Greenwich Carers Centre, corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for The Greenwich Carers Centre 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 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.

9. 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.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Stuart Tattersall at Greenwich Carers Centre, 76 Hornfair Road, London, SE7 7BD

Tel: 0208 102 9654

Email: stuart.tattersall@greenwichcarers.org

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.