



Ambleside Parish Centre
 Serving the people and churches of Ambleside
 Vicarage Road Ambleside LA22 9DH
 Tel: 015394 34172
 Email: info@amblesideparishcentre.org.uk



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Privacy Policy/Notice

Signed by Chair _____

Date:

Overview

Maintaining the security of everyone's personal data is a priority at Ambleside Parish Centre.

Ambleside Parish Centre (APC) is committed to protecting and respecting your privacy and pledges to handle your data fairly and legally at all times. APC will be transparent about what data we collect about you and how we use it.

This Privacy Policy/ Notice provides you with information about:

- who we are;
- how we use and process your data;
- what personal data we collect;
- how we ensure your privacy is maintained;
- your legal rights relating to your personal data and
- how to contact us

1. Who are we?

For the purposes of current data protection law, the "controller" of personal data is Ambleside Parish Centre. APC is a Registered Charity, No.1145971 Company Limited by Guarantee No.7640743, Registered in England and Wales

As controller, we are responsible for, and control the processing of, your personal data. We are registered as a data controller with the Information Commissioner's Office (ICO).

If you would like to contact us about anything in this Privacy notice, our details are as follows:

[Vicarage Road Ambleside LA22 9DH](#)

[Tel: 015394 34172](tel:01539434172)

[Email: info@amblesideparishcentre.org.uk](mailto:info@amblesideparishcentre.org.uk)

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. How do we use and process your personal data at APC?

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the geographical area of Ambleside and the wider community, as specified in our constitution and on the Charity Commission's Register of Charities;

- To administer records for the various groups and activities run by APC, Friends of APC and all regular and single users of the building;
- 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 APC

APC complies with its obligations under the "GDPR" by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

3. What is the legal / lawful basis for collecting and using your personal data?

In order to process your personal data, we must have a lawful reason (sometimes called a "lawful basis").

APC will only use your personal data when the law allows us to, and when we have your explicit consent so that we can keep you informed about news, events, activities and services. We will only use your personal data for the purposes for which we collected it, unless we fairly consider that we need it for another reason that is compatible with the original purpose.

You are not obliged to provide us with any personal information but, if you choose not to, we may be unable to provide the service/ product that you have requested.

a) Contractual Necessity

If you are a customer/user of our services, or applying for a job at APC, we will process your personal data for the following purposes, on the "legal basis" that it is necessary for us to provide our services to you:

- to enable us to carry out our services and ensure the well-being and safety of those individuals who participate in the Centre's activities and events, both inside and outside of the building;
- to identify you;
- to respond to your inquiries;
- to the extent necessary, to provide you with the information you have requested in relation to our services before you decide to purchase them (eg booking a wedding);
- to provide our services and to be able to contact you about your request;
- to carry out billing and administration activities;

- to evaluate your job application and take the next steps as outlined in our Recruitment Policy;

b) Legitimate interests

We will process your personal information for our legitimate business purposes which include the following:

- To conduct and manage our business at APC;
- To allow you to give feedback about the service you have received from us so that we can improve and update our services for the benefit of all of our users;
- To deal with any complaints;
- Where you have had contact with us, to let you know about promotions or events that we consider may be of interest to you;

c) Compliance with laws

We will process your personal data in order to comply with applicable laws and legal obligations for example in relation to Gift Aid, employment or safeguarding.

4. Sharing your personal data

APC will treat your personal data as strictly confidential. We will only share your data with third parties outside of the Parish Centre with your consent.

5. How long do we keep your personal data?

At APC, we carefully consider the personal data that we store (see APC's Records Management: Storage and Archiving of Data Policy for further information). We will not keep your information in a form that identifies you for longer than is necessary for the purposes we have set out in this notice, or as required by law.

In some instances, we are required to hold data for minimum periods. For example, UK Tax Law currently specifies a 6 year period for retention of some of your personal data.

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 Ambleside Parish Centre holds about you;
- The right to request that Ambleside Parish Centre 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 Ambleside Parish Centre to retain such data;
- The right to withdraw your consent to the processing at any time
- 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) *[Only 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 (ICO).

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, 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.

We may change this notice from time to time. You should check this notice on our website occasionally, in order to ensure you are aware of our most recent version.

9. Contact Details

To exercise all relevant rights, queries of complaints please, in the first instance, contact the Centre Development Manager at Ambleside Parish Centre:

Vicarage Road Ambleside LA22 9DH

Tel: 015394 34172

Email: info@amblesideparishcentre.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.