



Data Protection Statement



Data Protection

Bromsgrove Youth and Community Hub

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").

Who are we?

Bromsgrove Youth and Community Hub ("The Hub") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How we collect data

We obtain personal data in a variety of ways including when people:

- enquire about our activities or service offerings;
- use our services;
- make a donation to us;
- tell us their stories, or attend one of our events;
- email us.

We may also receive information from third parties, for example:

- from a friend or relative who wants to access our services on behalf of a family member;
- from other organisations that have consent to share the information with us;
- from someone we run a joint event with.

If we receive information from these other sources, we will only retain that information where there is a clear need, and use it only in a way that is in line with the original consent given.

What data do we collect?

The types of data collected may include:

- name;
- e-mail address;
- postal address;
- telephone number;
- payment details if someone makes a donation or payment;
- stories and photographs about people such as fundraising or volunteering activities
- personal information (including medical information) if that information is necessary for us to operate the required service

We will only collect personal data to the extent that

- it is required for the specific purpose notified or
- it is required for the purpose that is clearly apparent from the circumstances in which people provide their data.

How do we process your personal data?

The Hub complies with its obligations under 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 we run or that you may be interested in
- To share your contact details with Church Leadership so they can keep you informed about Church news and events, activities and services that will be occurring in the Church and in which you may be interested.

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.
- 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 political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

Disclosing the information we collect to third parties

We may sometimes use third party providers, such as an online newsletter service or mailing service. These are known as **Data Processors**. In these instances only the specific data needed to fulfill the task will be used, and only when this data will be held securely and not passed to other parties.

We may share generic and anonymised data with other parties in order to monitor services and develop new projects. An example of this might be numbers of people applying for types of services, or attending events. Specific information about individuals will not be passed on.

We may need to disclose data if required to do so by law. We may also pass on data if we merge with another entity. In that instance all people that are included will be informed of this.

Data Storage

Information and records held in paper form are locked away, and accessible only to authorised staff and/or volunteers. Data held online is only accessible through password-protected profiles, and access is limited to those staff and volunteers that are authorised and have a requirement to access the specific data in question.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

The Hub will ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

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 Hub holds about you;
- The right to request that The Hub 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 Hub 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) [*Only 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) [*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.

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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact
The Hub
The Basement, Bromsgrove Baptist Church
New Road,
Bromsgrove,
Worcestershire
B60 2JD

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.