



Suite 1, Paddington House, Festival Place, Basingstoke, RG21 7LJ

01256 842232

[admin@basingstoketownchaplaincy.org.uk](mailto:admin@basingstoketownchaplaincy.org.uk)

[www.basingstoketownchaplaincy.org.uk](http://www.basingstoketownchaplaincy.org.uk)

## DATA PRIVACY NOTICE

### Basingstoke Town Chaplaincy

#### 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?

Basingstoke Town Chaplaincy Trust is the data controller (contact details above). This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

Basingstoke Town Chaplaincy (BTC) 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 the Basingstoke area;
- To administer Chaplaincy records;
- To fundraise and promote the interests of the Chaplaincy – a registered 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 and activities;
- To comply with Safeguarding Policies where appropriate;

#### 4. What is the legal basis for processing your personal data?

- We process some data to carry out legal obligations in relation to Gift Aid or under employment law.
- Most of our data processing is carried out as a legitimate interest by a not-for-profit body with a religious 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.
- We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

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- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent.

## **6. How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example we retain Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate. We keep Safeguarding disclosure information according to the Winchester Diocesan Board of Finance (WDBF) Secure Storage and Retention Policy (available to view on request). We keep Chaplain notebooks for as long as Safeguarding purposes require.

In general, we will endeavour to keep data only for as long as we need it. This means we may delete it when it is no longer needed.

## **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 BTC holds about you;
- The right to request that BTC 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 BTC to retain such data;
- 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 withdraw your consent to the processing at any time for any processing of data to which consent was sought;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## **8. 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.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the BTC Administrator at the above address.

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.