

# 3 COUNTIES VINEYARD - PRIVACY NOTICE

3 Counties Vineyard is committed to protecting your personal data. Under the GDPR/ Data Protection Act 2018, 3 Counties Vineyard is a Data Controller and as such, must let you know how we collect, use, store and protect (“process”) the personal information entrusted to us.

## THE PERSONAL DATA WE PROCESS

We process the personal information you share with us when completing and submitting application forms and related documentation and from direct communication with you.

Special category data, under the GDPR, is deemed more sensitive information in relation to your race, ethnic origin, politics, religion, trade union membership, biometric and genetic data, health, sex life or sexual orientation. Therefore, in the event that we process special category data, we establish a specific condition, in addition to our lawful basis for processing - the processing is necessary for health or social care purposes.

Data in relation to criminal activity also requires an additional condition to be met when processing. Any criminal activity data we process, such as through DBS disclosures, is processed in line with our Safeguarding Policy and in accordance with the Disclosure and debarring guidelines.

## HOW WE USE YOUR PERSONAL DATA

We use your personal data for the following purposes:

1. To enable us to provide a voluntary service for the benefit of the public in the 3 Counties area as well as further afield;
2. To administer records of regular attendees, friends and visitors;
3. To fundraise and promote the interests of 3 Counties Vineyard and organisations that we support;
4. To manage our staff and volunteers;
5. To maintain our own records (including the processing of gift aid applications);
6. To inform you of news, events, activities and services running at 3 Counties Vineyard and related organisations.

Our lawful basis for processing is as follows:

1. There is a legitimate interest to process your data in order to provide the voluntary services offered and undertaken by and on behalf of 3 Counties Vineyard ;
2. There is a legitimate interest to process your data in order to provide details of events, activities and services offered by 3 Counties Vineyard and related organisations ;
3. There are occasions when explicit consent is obtained.
4. We require your personal data as it is a statutory requirement in order to process the gift aid applications;

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so may prevent volunteering within certain roles, in particular those that require checks under the Disclosure and Debarring Service.

## DISCLOSURE OF YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential and will be shared only with other church members of the church through church Suite, the church contact book or email in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of 3 Counties Vineyard with your explicit consent.

## **INTERNATIONAL TRANSFERS**

We do not transfer personal data outside the EEA.

## **HOW WE PROTECT YOUR PERSONAL DATA**

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, volunteers, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of other websites you visit.

## **DATA RETENTION**

We keep your personal data for no longer than reasonably necessary, in line with our Data Retention Policy in order to satisfy any legal claims/ complaints; for safeguarding purposes; and to fulfil our contractual and statutory obligations.

## **YOUR RIGHTS**

Unless subject to an exemption under the GDPR, you have rights with respect to the personal data we process, including the following:

- the right to request a copy of the personal data which we hold about you;
- the right to request that we correct 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 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 data portability from one electronic environment to another, where data is processed by electronic means;
- the right to object to the processing of personal data in certain circumstances; your right to object to direct marketing is absolute;
- the right to be informed when automated decision making and profiling is used and to request human intervention;

- the right to withdraw your consent to the processing at any time, where 'Consent' was our lawful basis for processing your data.

For further details on your rights under the GDPR/ DPA 2018, please visit the [ICO website](#).

## KEEPING YOUR DATA UP TO DATE

We always try to ensure the data we hold is accurate and up to date. Please advise us if you change any details, such as your address, contact number, etc. so that we may update our records accordingly.

## AUTOMATED DECISION MAKING AND PROFILING

We do not use any form of automated decision making in our Charity.

## HOW TO MAKE A COMPLAINT

To exercise all relevant rights, queries or complaints, in the first instance please contact Marie Brown at the Church office on 01428 653011.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the: [Information Commissioners Office](#) on 03031231113 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, England.