

## DATA PRIVACY NOTICE

### 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?

Eden Gate (Registered charity nr 1154545) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

Eden Gate 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 fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- For safety and security and prevention of crime;
- To manage our contacts with partner organisations;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of our news, events, activities and services;
- To fulfil the requirements of organisations which help to fund our work.

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

If you are a recipient of services provided by us:

- it is in your **legitimate interest** and ours to enable us to provide services for your benefit in a safe environment;
- We may also be obliged by **contract** to share your name and address with bodies who help to fund our work for your benefit.

If you are a financial supporter:

- We have a **legal obligation** to share your data with HMRC in reclaiming income tax based on any gift aid declaration made by you;
- it is in your **legitimate interest** and ours that we send you an acknowledgement of your gift and inform you of the activities of the charity which you are helping to fund;
- we will ask your **explicit consent** before sending you news communications in other circumstances.

If you are a supporter of our work:

- we will ask your **explicit consent** before sending you news communications.

If you are a volunteer or church representative in activities of the charity:

- it is in your **legitimate interest** and ours that we maintain sufficient records to enable the manning of our services;
- it is in your **legitimate interest** and ours to provide a safe environment for you to work in;
- we have a **legal obligation** to share your details with others in order to comply with social protection law.

If you are an employee of Eden Gate

- We have to retain employment records in order to fulfil our **contract** with you;
- it is in your **legitimate interest** and ours to provide a safe environment for you to work in;
- We have a **legal obligation** to maintain records of PAYE, NIC and workplace-pensions;
- we have a **legal obligation** to share your details with others in order to comply with social protection law.

If you are a trustee

- it is in your **legitimate interest** and ours that we maintain records of your identity
- We have a **legal obligation** to monitor your eligibility to be a trustee;
- We have a **legal obligation** to share information about you with the Charity Commission.

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

If you are a recipient of services provided by us:

- Your personal data will be treated as strictly confidential and will only be shared with trustees, employees and volunteers of Eden Gate in order to provide services to you or for purposes connected with the work of Eden Gate. We will only share your data with third parties outside Eden Gate with your consent or if we are obliged by legal obligation or contract to do so.

If you are a financial supporter:

- Your personal data will be treated as strictly confidential and will only be shared with trustees, professional advisers, our bank and employed staff of Eden Gate. If you so request, it will not be shared with employees or trustees other than the treasurer. If you have given a gift aid declaration your personal data will be shared with HMRC.

If you are a supporter of our work:

- Your personal data will be treated as strictly confidential and will only be shared with trustees and employed staff of Eden Gate.

If you are a volunteer or church representative in activities of the charity:

- Contact details of each church representative for Night Shelter will be distributed to all the other church representatives.
- In all other respects your personal data will be treated as strictly confidential and will only be shared with trustees and employed staff of Eden Gate.

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

If you are a recipient of services provided by us:

- We will keep your personal data until the expiry of one year from end of the tax year in which you last received services from us.

If you are a financial supporter:

- We will keep your personal data until the expiry of two years after the end of the tax year in which we received your gift.
- If you have given us a gift aid declaration we will keep your personal data until the expiry of six years after the end of the tax year in which we last made a tax reclaim based on your declaration

If you are a supporter of our work:

- We will keep your data until the expiry of one month from receipt of your request to stop sending you newsletters or information about Eden Gate.

If you are a volunteer or church representative in activities of the charity:

- We will keep your data until the expiry of 2 years from end of the tax year in which you last served as a volunteer or church representative with Eden Gate.

We keep CCTV recordings for one month from when they were made.

## **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 Eden Gate holds about you;
- The right to request that Eden Gate 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 Eden Gate 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)
- 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 Operations Manager of Eden Gate at 25 Hill Street, Newport NP20 1LZ Telephone 01633 243235 or email [marc.hepton@edengate.org.uk](mailto:marc.hepton@edengate.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.