

## **DATA PRIVACY NOTICE**

### **Alton Day of Renewal**

#### **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 2016/679 (the "GDPR").

#### **Who are we?**

Alastair Emblem is the data controller (contact details below). This means he decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

Alastair Emblem complies with 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 (i.e. Name, postal address, email address, telephone number, name of parish) to inform individuals of news, events, activities, training or services running at Alton Day of Renewal and other similar events connected with Catholic Charismatic Renewal.

We may occasionally contact individuals via surveys to conduct research about their opinions of current events and services or of potential new events and services that may be offered.

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

Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

- *We want to be able to contact individuals regularly to inform them of our events and activities.*
- *By keeping and processing their data, we are able to send letters or emails efficiently. This benefits us as it keeps our operating costs down, and it benefits the recipients, as they can receive information that they may want, without charge.*
- *We consider that individuals whose data we hold and process would consider it reasonable and unintrusive for us to hold these details and use them purely for the purpose of informing them of events and activities.*
- *We do not hold any sensitive data that would have an impact on individuals.*
- *We offer an opt-out if individuals wish us to delete their details.*

#### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will not be shared with third parties unless we have requested and received your consent.

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

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes stated above and until you tell us to delete it.

### **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 Alastair Emblem holds about you;
- The right to request that Alastair Emblem 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 Alastair Emblem 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.

### **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:

Alastair Emblem, 29 Lynch Road, Farnham, GU9 8BX email: [alastairemblem@yahoo.co.uk](mailto:alastairemblem@yahoo.co.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.

### **Registration**

Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless they are exempt. Alton Day of Renewal is exempt from registration with the ICO under the Data Protection Act, on the grounds that our organisation was established for not-for-profit making purposes and does not make a profit. All income is used to cover costs and is not 'used to enrich others.'