



DATA PROTECTION NOTICE

Your personal data – what is it?

Personal data relates to a living or deceased 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?

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

Who does this affect?

All staff both paid and unpaid volunteers and authorised leaders and those attending Transend any other individuals for whom personal data is held.

How do we process your personal data?

Transend complies with its obligations under General Data Protection Regulations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data without purpose; 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;
- For staff both paid and unpaid and authorised leaders to undertake duties pertaining to Transend;
- To administer membership records;
- To administer children's and youth records;
- To manage Transend group membership and activities;
- To fundraise and promote the interests of Transend;
- To manage staff both paid and unpaid and authorised leaders including safer recruiting and safeguarding documentation;
- To maintain Transend accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities, mission projects and services organised by Transend and any of the churches supporting it;
- To share your contact details with our participating churches and sponsoring bodies so they can keep you informed about news and events, activities and services which may be relevant to you.

What is the legal basis for processing your personal data?

Article 6 processing

Explicit consent of the data subject;

This is so that we can keep you informed about news, events, activities and services and process your gift aid donations - See consent form at the foot of this notice

TRANSEND SKATEPARK

- 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.

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with paid staff and authorised leaders of Transend. We will only share your data with third parties outside of the Transend with your consent, unless the Transend is legally obliged to share them with statutory agencies and Transend supporting church partners.

How long do we keep your personal data?

We keep data in accordance with the records management guidance published on the Church of England website.

Specifically, we retain membership data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; safeguarding records according to current Church of England guidelines.

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 the personal data which Transend holds about you;
- The right to request that Transend 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 Transend 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 their personal data and where possible, to transmit that data directly to another data controller;
- 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 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 or complaints please contact the Data Protection Officer, Cathy Bond at cathy.bond@mail.com.

You can contact the Information Commissioners Office by visiting their website <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.