

DATA PROTECTION NOTICE

Essex Boys and Girls Clubs

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?

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

Essex Boys & Girls Clubs, Harway House, Rectory Lane, Chelmsford, Essex CM1 1RQ
www.essexboysandgirlsclubs.org

How do we process your personal data?

Essex Boys and Girls Clubs 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: -

For overseeing the staff of the organisation –

- To enable us to provide a voluntary service for the benefit of the our members and other organisations as specified in our constitution
- To administer membership records
- To promote the activities and events of the charity
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records
- To operate the Essex Boys and Girls Clubs web site and deliver the services that individuals have requested
- To inform individuals of news, events, activities or services running at Essex Boys and Girls Clubs
- To share your contact details with the local/ county/ national organisation so they can keep you informed about news, events, activities and services that will be occurring in your area and which are relevant to the role you are undertaking.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

Article 6 processing

- Consent of the data subject;

Please refer to our consent form on page4 or on our website www.essexboysandgirlsclubs.org

Article 9 Processing

- Explicit consent of the data subject

Please refer to our consent form on page4 or on our website www.essexboysandgirlsclubs.org

- 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 us 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 relevant Essex Boys and Girls Clubs members of staff. We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data¹?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data, For the purposes of any future legal claims, complaints or actions and for safeguarding purposes.

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 the Essex Boys and Girls Clubs holds about you.
- The right to request that the Essex Boys and Girls Clubs 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 Essex Boys and Girls Clubs 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 his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) where applicable.
- 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.
- 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 at

Essex Boys and Girls Clubs
Harway House
Rectory Lane
Chelmsford
Essex CM1 1RQ

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.

Consent

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Essex Boys and Girls Clubs holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent):

-

Name:.....

Address.....
.....

Telephone.....

Email address.....

- To keep you informed about news, events, activities and services;
- To contact you with surveys about current events;
- To share your contact details with the local/county/national organisation so they can keep you informed about news and events, activities and services that will be occurring in the area and which are directly relevant to the role you are undertaking;
- All of the above.

By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data or contact you to inform of the activities and events or other important communications about Essex Boys and Girls Clubs, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting www.essexboysandgirlsclubs.org Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

Kevin Bowers

14th May 2018

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SIGNED

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DATED

Essex Boys and Girls Clubs
Harway House, Rectory Lane, Chelmsford, Essex CM1 1RQ
Registered charity number 1163658

Essex Boys and Girls Clubs

Harway House, Rectory Lane, Chelmsford, Essex CM1 1RQ

We hope you enjoy being with us and we would love to stay in touch with you. Data protection laws are set to change on the 25th May. This means we need your OK by then to keep sending you news and updates about all what's going on at EBGC.

If you would like to still be informed of future events and other EBGC news please tick the appropriate boxes below and let us have your contact details.

By email by text by post by phone

Name _____

Email Address: _____

If you tick the box, we will add you to our mailing list. You can unsubscribe at any time, either by clicking on the unsubscribe link at the bottom of our emails, or by contacting the EBGC Office;

www.essexboysandgirlsclubs.org

☎ 01245 264783

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SIGNED

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DATED

Essex Boys and Girls Clubs is a Registered Charity, No 1163658