

Hope Nottingham - 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?

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

3. How do we process your personal data?

Hope Nottingham 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 Hope Nottingham's guests and the local community;
- to administer donor records;
- to fundraise and promote the interests of Hope Nottingham;
- to manage our employees and volunteers;
- to maintain our own accounts and records (including the processing of gift aid applications);
- to inform you of news, events, activities and services running through Hope Nottingham

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process any gift aid donations
- 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.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within Hope Nottingham in order to carry out services in Hope Nottingham or for purposes connected with Hope Nottingham. We will only share your data with third parties outside of Hope Nottingham with your consent, or when a legal liability makes this necessary.

6. How long do we keep your personal data?

Hope Nottingham keeps data in accordance with GDPR policy whereby data is kept for up to, but not exceeding, six years or as long as a legitimate interest/legal liability remains.

Specifically, we retain:

- Contact details for volunteers
- Foodbank vouchers
- P.A.Y.E.data
- DBS Check data and references
- Payment and bank details for people who give online or by standing order or up to 6 years after the tax year to which they relate
- Contact details and relevant auxiliary data for guests where consent is given

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 Hope Nottingham holds about you (this must be done in writing in either a letter or email and Hope Nottingham will supply requested data electronically within 40 days)
- the right to request that Hope Nottingham 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 Hope Nottingham 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) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
- 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) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];
- 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 Hope House (☎03030401110, **e-mail** hope@hopenottingham.org.uk)