

PRIVACY POLICY - DATA PROTECTION 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 2018 (the "GDPR").

2. Who are we?

The Board of Trustees of Triple C (Liverpool) 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?

Triple C (Liverpool), hereafter referred to as Triple C 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 particularly in the areas defined by, but not limited to, the Liverpool Anglican parishes of:
 - Christ Church (Norris Green)
 - Church of The Good Shepherd (West Derby) and
 - St Christopher (Norris Green)
- To administer user records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To inform you of news, events and activities running at Triple C

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 keep you informed about diocesan events.
- Processing is carried out
 - relating 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 for purposes connected with Triple C. We will only share your data with third parties outside of the charity with your consent.

6. How long do we keep your personal data?

All records pertaining to under-18s are kept for 25 years. This includes any details of people who have worked with children.

Other records such as volunteering records and those of older people are kept for 1 year after they have finished contact with Triple C.

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 Triple C holds about you
- The right to request that Triple C 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 the Triple C 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 Managers at Triple C enquiries@triplecliverpool.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.