

DATA PRIVACY NOTICE

Dinas Powys Voluntary Concern

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?

Dinas Powys Voluntary Concern (DPVC) 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?

Dinas Powys Voluntary Concern 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 in a particular geographical area as specified in our constitution,
- To administer membership records,
- To fundraise and promote the interests of the charity,
- To manage our employees and volunteers,
- To maintain our own accounts and records,
- To inform you of news, events and activities run by DPVC.

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

- We hold your data for the legitimate purposes described above.
- Processing is necessary for carrying out our activities as described in our constitution.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with other organisations.

6. How long do we keep your personal data?

We monitor the data we keep annually, and ensure that it is accurate and up-to-date.

7. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which DPVC holds about you,
- The right to request that DPCC corrects any personal data if it is found to be inaccurate or out of date,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 DPVC to retain such data,
- 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.

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 Dinas Powys Voluntary Concern, Murchfield Community Centre, Sunnycroft Lane, Dinas Powys CF64 4QQ or dpvc@btinternet.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.