

The Children's Wood (hereafter CW)

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?

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

How do we process your personal data?

CW 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 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 operate the CW web site and deliver the services that individuals have requested;
- To inform individuals of news, events, activities or services running at the Children's Wood;
- 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, the findings of which may also be used to inform funding applications.

Sharing your personal data

We will only use your information for the purposes for which it was obtained. Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation with your consent.

How Long Do We Keep Your Personal Data?

We keep your personal data for no longer than reasonably necessary but for a period of 6 years in order to comply with our Constitution and funding obligations.

HR data is kept for a period of at least 6 years following the termination of employment; some personal financial data will be destroyed after 2 years

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 CW holds about you;
- The right to request that CW 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 CW 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, (where applicable)
- 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 in the first instance, contact us at: childrenswood@hotmail.com.