



## **FARNDON COMMUNITY TRUST - PRIVACY NOTICE**

### **About us**

Farndon Community Trust (the Trust) is a charity that is part of the community we serve. To enable us to undertake our charitable objectives and to assist us in managing the Farndon Community Club, we may need to use personal information about individuals. We recognise the trust placed in us by individuals whose information we use.

This notice sets out the basis on how any personal data we collect from you, or that you provide to us, will be processed by us.

For data protection requirements\* the data controller is: Farndon Community Trust, Sibbersfield Lane, Farndon, Chester, CH3 6NX.

Our registered charity number is: 1163372.

Our ICO Data Controller registration number is: ZB108351

### **Our commitment to you**

We are committed to safeguarding your personal information. Whenever you provide information such as this, we are legally obliged to use your information in line with all laws concerning the protection and security of personal information, including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Privacy & Electronic Communications (EC Directive) Regulations 2003.

### **Objective**

The objective of this notice is to give a clear explanation of what personal information we collect and how we collect, use and protect personal information.

### **Scope**

This notice applies to the public including our supporters, contractors and other customers.

### **Your data protection rights**

To find out more about your data protection rights go to the ICO website <https://ico.org.uk/your-data-matters/>.

If you:

- Want us to change your personal data that we hold, or
- Want us to delete the information we hold, or
- If you have concerns about how we use your personal information, or
- If you want to see a copy of information about you that we hold:

please contact the Trust via our website [info@farndoncommunityclub.com](mailto:info@farndoncommunityclub.com).

## **What information we collect about you**

The Trust holds only basic personal information for such purposes as invoicing, processing donations, managing bookings by groups/classes/individuals, sending out newsletter emails, to keep a record of your relationship with us, to enable us to record how you'd like to hear from us and other email enquiries. The information consists of (but is not limited to):

- name
- phone number
- mobile number
- email address
- postal address
- email message history
- bookings history

We will only use your information in connection with activities of the Trust and we will not sell or pass on your information to anyone else.

## **CCTV System**

The Trust operates a Closed-Circuit Television (CCTV) surveillance system ("the system"), to cover the entire outside area of the Farndon Community Club premises, with images and sound being monitored and recorded. The system has been funded by the Police and Crime Commissioner for Cheshire under the 'Safer Communities Fund' and is owned, operated and managed by the Trust.

The system is used for maintaining public safety, the security of property and premises and for the detection, prevention and investigation of crime. Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with Data Protection legislation.

Data from the system may be temporarily stored in a range of different places, for example in management systems and in other electronic equipment and devices. We do not collect

more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Access to recorded images and sound from the system is restricted to key individuals involved in the management of Farndon Community Club.

### **Lawful basis for processing**

We must have a lawful basis for processing your information; this will vary on the circumstances of why we process and how we use your information, but typical examples include:

- the legal bases for the majority of our processing is that the activities are within our legitimate interests as a charity that provides facilities for the community. This includes our legitimate interest to generate support, donations and income by direct marketing which are occasional parts of the activities we undertake to fund our purposes as a community trust. We make sure we balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interest. We will not use your personal data for these activities where our interests are overridden by the impact on you and you have the right to ask us not to process your personal data for marketing purposes
- the processing is necessary for compliance with a legal obligation to which we are subject e.g. we must provide certain contact information and other details about our services to HMRC and the Charities Commission,
- the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law,
- the processing is necessary for a contract we have with the individual, or because they have asked you to take specific steps before entering into a contract,
- you have given consent for us to process the information e.g. in relation to certain support and fundraising events,
- to protect vital interests e.g. the processing is necessary to protect someone's life.
- if we process any special categories of information i.e. information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, processing of genetic or biometric data for the purpose of uniquely identifying individuals, health data, or data concerning your sex life or sexual orientation, we must have a further lawful basis for the processing.

### **How we keep your information and who has access to it**

Your information is held in several places:

- paper bookings forms may be held in locked boxes, filing cabinets, cupboards or in the lockable office in the Club
- electronic documents held securely as part of Microsoft Office 365 suite or Google docs and only accessible by Trustees of the Trust

- web-based systems such as our website, booking system, social media pages or email systems which are securely managed by third parties and accessible only by our trustees

We work with some trusted external companies who collect or process data on our behalf. We do extensive checks on these companies before we work with them to ensure they have the same level of commitment and adherence to the security of personal data that we do.

We may need to disclose your details if required, to the police, regulatory bodies or legal advisors. You may not be informed when this happens.

### **How long we keep your data**

We will hold your personal information on our systems for as long as is necessary for the relevant activity. For example, we will hold gift aid information for a minimum of six years to enable us to make back-dated claims on donations.

If you request that we stop sending you marketing materials, we will keep a record of your contact details and appropriate information that helps us to comply with your request not to be contacted by us.

### **Keeping your information up to date**

It's important to us to be able to keep your information up to date and as accurate as possible. This is part of our obligation to comply with data protection law. We'd also like to be able to stay in touch with you as you want us to. We ask for your support in this by advising of any updates to your details, for example a change of name or address.

If you would like to tell us of any changes to your information or change the way we contact you, then please contact us as follows:

Write to us at: Farndon Community Trust, Sibbersfield Lane, Farndon, Chester, CH3 6NX.  
Send us a message via our website at: [info@farndoncommunityclub.com](mailto:info@farndoncommunityclub.com).

### **Online information**

To improve your browsing experience, we do use services provided by third parties such as Facebook, Google and other social media bodies. Whilst every reasonable effort is taken to protect your data and ensure your privacy is respected, please bear in mind that we have no direct control over these services, or any information shared with them. Please be aware that it is not always possible for us to guarantee that they adhere to the same Data Protection standards that the Trust does.

The Trust provides our website as a public service and cannot guarantee your connection is always secure. The Trust will take every reasonable step to ensure a safe and secure browsing experience. By browsing our site and using our digital services you agree to our

privacy policy and the limitations outlined therein. The Trust is a UK registered charity and subject to all UK legislation in regard to data protection.

### **Changes to this policy**

This privacy notice may be updated from time to time, so you may wish to check it each time you submit information to the Trust. We may notify supporters of any major changes by placing a notice on the website or by contacting you directly.

### **References**

\* Data Protection Requirements means the Data Protection Act 2018, the General Data Protection Regulations, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011 and all other applicable laws and regulations relating to processing of personal data and privacy in any applicable jurisdiction as amended and replaced, including where applicable the guidance and codes of practice issued by the UK Information Commissioner or such other relevant data protection authority.