

# DATA PRIVACY NOTICE

## Shining Life Children's Trust

### 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?

Shining Life Children's Trust 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?

Shining Life Children's Trust 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 inform supporters of project updates, news and events related to the charity;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of donations and gift aid applications);
- To manage our volunteers.

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

- Explicit consent of the individual
- Legitimate interest of the individual
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties with your consent.

### 6. How long do we keep your personal data?

We will hold your personal information on our systems for as long as is necessary for the relevant activity. For fundraising and promoting the interests of the charity, this will be for as long as the charity is in operation, as long as you do not withdraw your consent.

### 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 Shining Life Children's Trust holds about you;
- The right to request that Shining Life Children's Trust 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 Shining Life Children's Trust 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;
- 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 Privacy 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 Shining Life Children's Trust at [admin@shininglife.org](mailto:admin@shininglife.org).

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.