

## **DATA PRIVACY POLICY**

### **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 or in conjunction with any other information in the data controller's possession or likely to come into such possession. With effect from 25<sup>th</sup> May 2018 the processing of personal data will be governed by the General Data Protection Regulations (the 'GDPR').

We collect data about you when you register with us or make donations. It may include your name, postal address, email address, telephone number, card and bank details.

By disclosing your personal information to us using this website, signing up, or by telephone, you consent to the collection, storage and processing of your personal information by MediaServe as stated in this Privacy Policy.

### **2. Who are we?**

MediaServe is the data controller (contact details below). This means that we decide how your personal data is processed and for what purpose.

### **3. How do we process your personal data?**

MediaServe complies with its obligations under '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, Misuses, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will use your personal data for the following purposes:

- To administer supporter records.
- To fundraise and promote the interests of the charity.
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events and activities regarding MediaServe.
- To share your contact details with MediaServe staff, Associates and Trustees.

### **4. What is the Legal basis for our processing of your personal data?**

- Explicit consent of the data subject so that we can keep you informed about the news, events and activities and process your gift aid donations and payments for services and products.
- In the case of volunteers and employees, 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 Staff, Associates and Trustees of MediaServe in order to carry out our ministry. We will only ever share your data with third parties outside of MediaServe with your consent.

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

We keep data in accordance with the guidance set out in the MediaServe Data Protection Policy: "We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required".

Specifically, we retain financial information i.e. gift aid declarations, donations, payments and associated paperwork for up to 5 years after the calendar year to which they relate.

## **7. Your rights and personal data?**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which MediaServe holds about you.
- The right to request that MediaServe corrects and 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 MediaServe to retain such data.
- Where the lawful basis of our processing of your personal data is consent, you have 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 lodge a complaint with the ICO - Information Commissioner's Office.

## **8. Further processing?**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Policy, 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 before it takes place.

## **9. Contact details?**

We really appreciate it if you let us know if your contact details change. To tell us of a change to your name, address or email details, or if you no longer wish to receive our newsletter or other communications you may opt out of receiving these by emailing us [office@mediaserve.org](mailto:office@mediaserve.org) or writing to us at MediaServe, P. O Box 4148, Swindon, SN2 9JR, United Kingdom

To exercise all relevant rights, queries or complaints, in the first instance contact the Data Protection Officer at the above email or address.

You can contact the ICO's 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.