

# LEAF

## Data Privacy Notice



**Review Date:** June 2024  
**Lead Trustee:** Anna Nugent  
**Approved by:** LEAF Trustees - Date: 16<sup>th</sup> June 2021

### 1. Your personal data is valuable – 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?

LEAF is a charity encouraging all to flourish in Ledbury and is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes. In certain instances some personal data may be held for participants under initiatives controlled by public bodies such as Herefordshire County Council & DWP for which they are ultimately the Data Controller for such personal data.

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

LEAF 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 such 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 services for the benefit of the public as per our charity purposes.
- to administer participant and assisted vulnerable people's essential information required to promote their wellbeing;
- to promote the interests of the Charity and aid fundraising;
- to manage our employees and volunteers;
- to maintain our own accounts and records as required;
- to inform you of LEAF news, events and activities.

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

- We have your explicit consent to keep you informed about LEAF.
- It is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law;
- It is needed to participate in our initiatives by ourselves and any controlling public body.
- Processing relates only to data of present or former participants, employees, volunteers, donors and supporters, in relation to our charity purposes.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others (a) if we are legally required to do so or (b) to carry out the purposes connected with LEAF and covered by a data sharing agreement with LEAF which you have given explicit consent.

Where data is being processed as part of specific initiatives, where explicit consent has been gained, please refer to the privacy statement for that initiative.

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

We will only keep data for as long as it is necessary to do so. Specifically we retain;

- Employee Records and Gift Aid declarations after 6 years after the year to which they relate;
- data that may be necessary for safeguarding purposes 6 years;
- data on supporters & volunteers for 2 years after their involvement
- participant data processed under initiatives controlled by public bodies for as long as each initiatives terms & conditions requires as notified on their privacy statements.

There will be an annual audit of data held and any data no longer required will be deleted.

## **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: -

- to request a copy of your personal data held by us and have it corrected if inaccurate.
- to request your personal data is erased where it is no longer needed by LEAF;
- to withdraw your consent to the processing of it, subject to restrictions noted above.
- to request that we provide your data and, where possible, transmit it directly to another data controller, (*known as the right to data portability*), where applicable.
- to place a restriction where there is a dispute, in relation to the accuracy or processing of your personal data, on further processing;
- to object to the processing of personal data where applicable.
- 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 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 the Data Protection Officer, Ledbury LEAF at .....

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.