



Whitelands College Guild

Registered Charity 293628

www.whitelandscollegeguild.org



DATA PRIVACY NOTICE

Adopted at Trustees' Meeting 25 May 2018

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data. For example a name, photographs, videos, email address, or postal address. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *the General Data Protection Regulation* (GDPR).

Who are we?

This Privacy Notice is provided to you by THE WHITELANDS COLLEGE GUILD OF ST URSULA (hereinafter referred to as “The Guild”) being the Data Controller for your data.

The Guild is a Membership Organisation of students and staff (past and present) and others who have an interest in Whitelands College and in promoting The Guild’s charitable objectives according to its Governing Document and Working Practices. It is a registered charity.

What data does the data controller listed above process?

It will process some or all of the following where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, postal addresses, and email addresses;
- Where they are relevant to our working practices or objectives, or where you provide them to us, it may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay subscriptions, make donations or pay for activities (such as use of accommodation), financial identifiers such as bank account numbers, payment card numbers, gift aid status and payment/transaction identifiers may be processed.

How do we process your personal data?

The data controller will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations.
- To carry out necessary safeguarding procedures.
- To administer membership records.
- To fundraise and promote the interests of the charity.

- To maintain our own accounts and records.
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments.
- To notify you of news, events and activities of The Guild and of Whitelands College.
- To process a grant or application for a role.

What is the legal basis for processing your personal data?

Most of your data is processed because it is necessary for the legitimate interests of The Guild, or the legitimate interests of a third party (such as Whitelands College).

Some of our processing of your data is necessary for compliance with a legal obligation (such as under The Charities Acts).

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with other members of The Guild. For example, it can be shared with the leaders of The Guild's Year and Branch groups. Occasionally, for specific purposes, it may be shared with Whitelands College and HMRC.

How long do we keep your personal data?

The Guild will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support financial audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and your personal data

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

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 The Guild holds about you.
- The right to request that The Guild 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 The Guild to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to data portability. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 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.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the UK will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts as recommended by the Charity Commission. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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

Please contact The Guild in the first instance if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints via any of the following:

The Data Controller, Whitelands College Guild. Email:
admin@whitelandscollegeguild.org

The Guild General Secretary*

The Guild Membership Officer*

*For the current names and contact details of these trustees please see the current copy of the Guild newsletter or the Guild website.

You can contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

END OF DOCUMENT