



Community Cards

Privacy Notice

General Data Protection Regulation (GDPR)

This privacy notice has been written to inform prospective, current, and former volunteers of the Community Cards Project about how and why we collect, store and use personal data, and the steps you should take if you would like to find out more about CC's data protection practices.

Who are we?

Community Cards is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The categories of volunteer information that we collect, hold and share include:

- Personal identifiers (including your full name)
- Contact details (such as email address, mobile phone number and landline telephone number)

We may also process certain 'special category' data about our volunteers including:

- Volunteer photograph

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your position in line with Article 6 (1)(a) and Article 9 (2)(b) of GDPR:

- To keep an up to date record of project volunteers
- To keep in touch with volunteers and update you with news and project related information including meeting dates
- To keep a record of financial supporters of Community Cards

Photographs

We will seek your consent to use your photo on our website, social media accounts and other publicity materials such as newsletters. Please note that you can withdraw this consent at any time by contacting the Community Cards DPO.

Who has access to your personal data?

Your information will only be made available internally to those who need it to do their job in relation to their position. This includes the Community Cards Project Chair, project trustees and relevant group leader staff.

Who do we share your personal data with?

Your name and photograph (if consent has been given) may be posted via our public website and social media platforms.

How long do we keep your personal data for?

Community Cards will review our data records every 3 years. If however you wish to change the details given before then, please inform us by emailing communitycards@hotmail.co.uk

Records will be deleted within 6 months should anyone leave the project.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided below.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which Community Cards has handled your personal data. You can do so by contacting:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

casework@ico.gsi.gov.uk // 03031 231113

Contact

Community Cards has appointed a Data Protection Officer (DPO). The role of the DPO is to ensure that the project is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact the DPO using the details below:

Address:	Contact Details:
Mr Nigel Clews Community Cards Project Chair	communitycards@hotmail.co.uk