

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?

The Board of Trustees of Monty's Community Hub is the 'data controller' (contact details below). This means it is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Trustees of Monty's Community Hub 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 enable us to provide a voluntary service for the benefit of the public in the geographical area specified in our constitution;
- to manage our employees and volunteers;
- to administer membership and user records;
- to inform you of news, events and activities running locally, at or in partnership with Monty's;
- to fundraise and promote the interests of the charity;
- to maintain our own accounts and records (including gift aid).

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

- Explicit consent of the data subject so that we can keep you informed about news, events and activities, and to process financial donations;
- and/or processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- and/or processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes), and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within Monty's for purposes connected with the charity. We will only share your personal data with third parties with your consent. We may share anonymised data with partners and funders for purposes connected with the charity.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary, for up to two years after active use. Where financial, safeguarding or other statutory regulations require retention, your data will be kept in line with the regulations.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which Monty's Community Hub holds about you;
- The right to request that Monty's Community Hub 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 Monty's Community Hub to retain such data;
- 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 object to the processing of personal data (where applicable);
- 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 Data Protection 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 in the first instance please contact the Chair of Trustees by phone (02381782238), email (hub@montys.org.uk) or in person at Monty's Community Hub, 59 Montague Avenue, Southampton, SO19 0QB (no letterbox).

You can contact the Information Commissioners Office by phone (03031231113), online (<https://ico.org.uk/global/contact-us/email>) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.