

DATA PRIVACY NOTICE

Newcastle Council for Voluntary Service – Support and Development Team

Your personal data – what is it?

Personal data relates to a living individual who can be identified from the 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 2016/679 (the "GDPR")¹]*.

Who are we?

Newcastle Council for Voluntary Service (Newcastle CVS) is the data controller (contact details on page 2). This means we decide how your personal data is processed and for what purposes.

How do we process your personal data?

Newcastle CVS 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 manage your membership of Newcastle CVS;
- To provide you with information that we consider will be useful for your organisation and the work it does to achieve its aims;
- To promote your organisation and what you do for people who may benefit and communities from your services;
- To contribute to knowledge about the shape and size of the local voluntary, community and social enterprise sector, especially but not exclusively, in those areas where Newcastle CVS is delivering contracted or grant aided services;
- To promote the role and significance of the local voluntary, community and social enterprise sector, especially but not exclusively, in those areas where Newcastle CVS is delivering contracted or grant aided services;
- To keep you up to date with information, by using electronic and printed material, ebulletins, printed newsletters, emails, online and social media, about what is happening locally, specifically in those areas where Newcastle CVS is delivering contracted or grant aided services, to let you know about the services and support Newcastle CVS can provide to your organisation; and
- To help us to monitor whether we are being effective in the work we do.

What is the legal basis for processing your personal data?

Consent of the data subject – please find a consent form, section six of the Newcastle CVS Membership Pack.

Article 9 Processing

Explicit consent of the data subject – please complete and sign the consent form, section six of the Newcastle CVS Membership Pack.

¹ At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of Newcastle CVS with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and only for the period of time that you are a member of Newcastle CVS in order to provide you with information that will support and develop your organisation.

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: -

- The right to request a copy of your personal data which Newcastle CVS holds about you;
- The right to request that Newcastle CVS 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 Newcastle CVS to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Newcastle CVS Office Manager, Judith Temple on 0191 235 7012 or via email judith.temple@cvsnewcastle.org.uk or at Newcastle CVS, Higham House, Higham Place, Newcastle upon Tyne, NE1 8AF.

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.

26th March 2018