

Friends of Mandritsara Trust

Data Privacy Notice

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 TRUSTEES of Friends of Mandritsara Trust ("FoMT") is the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The TRUSTEES of Friends of Mandritsara Trust comply 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 principal purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our governing documents;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid claims);
- To inform you of news, events and activities of Friends of Mandritsara Trust

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- To enable Friends of Mandritsara Trust to comply with all applicable legislation and other legal requirements.

We ensure that personal information is:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes, and not further processed in a way which is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary
- Processed in a manner which ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

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

Data processing is lawful if and to the extent that at least one of the following applies:

- The data subject has given consent to the processing of personal data for one or more specific purposes
- Processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary to protect the vital interests of the data subject or of another natural person
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data, in particular if the data subject is a child.

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5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of FoMT in order to carry out the charitable purposes of FoMT. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep your personal data for no longer than is required to comply with legal requirements and to fulfil the purposes which are listed in paragraph 3 above.

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:

- The right to request a copy of your personal data which Friends of Mandritsara Trust holds about you;
- The right to request that the Friends of Mandritsara Trust 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 Friends of Mandritsara Trust 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 their personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*];
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*];
- The right to lodge a complaint with the Information Commissioners Office.

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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 or complaints, please in the first instance contact the Data Protection Officer at FOMTTreasurer@mandritsara.org.uk

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