



# Society of Mary

North West Ward of Our Lady of Victories



## PRIVACY POLICY

### 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 Society of Mary North West Ward is a Ward (or regional branch) of the London-based Society of Mary, which is one of the Catholic Societies of the Church of England and is a Registered Charity Number 241962 - see the Charity Commission website at:

<http://beta.charitycommission.gov.uk/charity-details/?regid=241962&subid=0>

The Society of Mary's details, including its charitable objectives, may be found on its website at <https://societyofmary.weebly.com/>.

Details of the North West Ward may be found on its website at

<http://www.som-northwest.org.uk/>.

The Society of Mary North West Ward is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3 How do we process your personal data?

We comply with our 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

- Fundraise and promote the objectives and interests of the Society of Mary
- Manage our volunteers;
- Maintain our own accounts and records (including the processing of gift aid applications);
- Inform you of news, events and activities
- Send mailings (both by post and by email)

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

- Explicit consent by you (the data subject) so that we can keep you informed about news, events, activities and services, process your gift aid donations and keep you informed about events;
- 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 the Society of Mary North West Ward in connection with those purposes); and
  - there is no disclosure to a third party without consent except as in 5 below

#### **5 Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the Society of Mary North West Ward and the parent body, The Society of Mary based in London.

#### **6 How long do we keep your personal data?**

We will keep your personal data only so long as you are a member of The Society of Mary or you are associated with the Society of Mary North West Ward. Records will be destroyed within twelve months of our being advised of your no longer being a member or no longer associated with the North West Ward.

#### **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 the Ward holds about you;

- The right to request that the Ward 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 Ward 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, (known as the right to data portability).
- 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 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 of complaints please in the first instance contact the Information Officer by email:

Honorary Secretary <[som.northwestward@gmail.com](mailto:som.northwestward@gmail.com)>

Alternatively, you can contact the Information Commissioners Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone Number: 0303 123 1113

E mail: <https://ico.org.uk/global/contact-us/email/>