

## The Bridge Youth Project- 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 Bridge Youth Project is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Data Processor, with oversight for GDPR, is the Director.

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

The Bridge Youth Project 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 our employees and volunteers
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services related to the work of the Bridge Youth Project
- To administer membership/sponsorship records
- To fundraise and promote the interests of the charity

### 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 that you are interested in.

Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

Processing is carried out by a not-for-profit body with a political, philosophical, or religious aim, providing that:

- 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, only shared within the Bridge Youth Project Team and only where necessary. All data will also be stored securely within our office and on any specific device belonging to the charity. We will not share your data.

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

We keep data in accordance with the guidance set out in our Data Protection Policy. Specifically, data will only be kept for no longer than is necessary for the purpose for which the personal data is processed.

## 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:

- To request a copy of your personal data which we hold about you.
- To request that we correct any personal data if it is found to be inaccurate or out of date.
- To request your personal data is erased where it is no longer necessary for us to retain such data.

## 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 please in the first instance contact the Data Controller: The Bridge Youth Project, c/o Sarum Academy, Westwood Road, Salisbury, Wiltshire, SP2 9HS. Telephone: 01722342430. Email: [office@the-bridge.org.uk](mailto:office@the-bridge.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113, 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.

## Additional Information – Website Specific

Our website address is: <https://www.the-bridge.org.uk>

No data is collected from our website, other than through specific contact forms where each data user has the opportunity to clearly define how they wish to be contacted and also their relevant interest in the charity.

*Last reviewed: 14<sup>th</sup> May 2021*