

Stratford-upon-Avon Street Pastors Privacy Notice (Internal)

How the information we hold on you will be used

1. Personal data is any information about a living individual which allows them to be identified (e.g. a name, email address, address, image, ID number). Identification can be by the information alone or in conjunction with any other information.
2. Your information/personal data will be held by Stratford-upon-Avon Street Pastors (the local initiative). You can contact Stratford-upon-Avon Street Pastors as a data controller and for any data protection enquires by post by emailing stratforduponavon@streetpastors.org.uk.
3. Stratford-upon-Avon Street Pastors is part of a wider network of Street Pastor initiatives in the UK coming under the umbrella of Ascension Trust, a charity registered in the UK who all work together to deliver the Street Pastors' mission in communities throughout the UK. We may need to share information that we hold with them so that they can carry out their responsibilities in our community. The Street Pastor network and Ascension Trust are joint data controllers and all responsible to you for how your personal data is processed. This privacy notice is sent to you by Stratford-upon-Avon Street Pastors on our own behalf and on behalf of these other data controllers.
4. As data controllers we will comply with our legal obligations towards you to keep any information we hold on you up to date; to store and destroy it securely; not to collect or retain excessive or unnecessary amounts of data; to keep your personal data secure, and to protect it from loss, unauthorised access, misuse and disclosure.
5. We will use your personal data for some or all of the following purposes:
 - a) To enable us to deliver the Street Pastor mission to our local community and to carry out other charitable or voluntary activities for public benefit as provided for in the governing document and statutory framework of the local initiative and its other joint controllers.
 - b) To fundraise and promote our work.
 - c) To send you communications which you may have requested or that may be of interest to you about our operations, events, fundraising activities, campaigns and appeals.
 - d) To manage your role as a volunteer, trustee, management committee member or employee.
 - e) To process a donation that you have made (including Gift-Aid information)
 - f) To maintain our records and accounts
 - g) To keep you notified of changes to the service that we provide, events or personnel within the local initiative.
 - h) To seek your views and comments
 - i) To process applications for a role.
 - j) To share your contact details with Ascension Trust as necessary for the management of your role within the Street Pastor network or the wider Ascension Trust network.
 - k) For legal, personnel, administrative and management purposes, to enable us to meet our legal obligations, e.g. to pay employees, monitor performance, pay expenses.
 - l) To process the sensitive personal data e.g. about health, in order to take decisions about your fitness or ability for your role with the local initiative.
 - m) To process sensitive personal data about racial or ethnic origins in order to monitor compliance with equal opportunity legislation.
 - n) To carry out checks with the Disclosure and Barring Service, as necessary, for your role.
 - o) In order to comply with legal requirements and obligations to third parties.
6. We may process the following information:
 - a) Names, titles, aliases, photographic images.
 - b) Contact details, E.G. telephone numbers, addresses and Email addresses.
 - c) Where you make donations or pay for activities or merchandise, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers.
 - d) If you are an employee, financial information such as salary, record of earnings, tax code, tax and benefit contributions, expenses claimed, amounts insured and amounts claimed.
 - e) Other operational personal data created, obtained, or otherwise processed in the course of the local initiative carrying out

its activities including, but not limited to, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, incident logs, injuries and insurance claims.

- f) The data we process will likely include sensitive personal data because as a Christian organisation our volunteers are in the main Christian, which may be suggestive of your religious beliefs
 - g) The local initiative may have to process criminal records and other judicial records.
7. Whilst we rely on your consent as a legal basis for this processing, we will also have a legitimate interest for processing of your personal data in order to assist you in fulfilling your role with the local initiative, including administrative support or if processing is required for compliance with a legal obligation. Whilst exercising our legitimate interest we will always take into account your interests, rights and freedoms. As a religious organisation we are also permitted to process information about your religious beliefs to administer your role within the local initiative.
 8. Where your personal data is used other than in accordance with one of these legal bases, we will obtain your consent to that use.
 9. Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of our tasks or where you first give your prior consent. It is likely that we will need to share your data with Ascension Trust as the umbrella body for Street Pastors. We may also need to share your contact details within the local initiative in order to facilitate your role. We may share your personal data with your church leader for the purpose of your pastoral care.
 10. We may also share your personal data with our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software.
 11. It is not envisaged that your personal data will be transferred to any party outside the UK, but in the event that this needs to be done your consent will be sought beforehand. Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with the measures giving equivalent protection of personal rights either through the international agreements or contracts approved by the EU. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.
12. We will retain your personal data for as long as you remain in your role or any other role with Stratford-upon-Avon Street Pastors where the information may be required and for a period of time after any role with the organisation ceases in line with our Data Retention Policy. Elements of your data may be retained beyond this initial retention period by the organisation for historical, statistical or research purposes.
 13. We will keep some records permanently if we are legally required to do so. We may keep some records for an extended period of time, for example it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it and we will delete it when it is no longer required.
 14. As a person whose personal data Stratford upon Avon Street Pastors holds (a data subject) you have the following rights:
 - a) The right to be informed of your rights as a data subject through this data privacy notice.
 - b) The right of access to the information that Stratford-upon-Avon Street Pastors holds on you.
 - c) The right to correct the information we hold on you.
 - d) The right to erase the information we hold on you.
 - e) The right to restrict processing of your personal data.
 - f) The right to data portability and the transfer of your personal data to another data controller.
 - g) The right to object to the processing of your personal data.
 - h) Rights in relation to automated decision making and profiling.
 15. When exercising any of your rights listed above, in order to process your request we may need to verify your identity for your security. In such case we may need you verify your identity before you can exercise these rights.
 16. You have the right to withdraw your consent to the processing of your personal data by Stratford-upon-Avon Street Pastors at any time.; however, please note that if you withdraw your consent it may result in your being unable to continue your role in the organisation.
 17. The provision of your personal data is part of a process you have entered into with

Stratford-upon-Avon Street Pastors to facilitate your role within the local initiative. If you withdraw your personal data this may result in your being unable to continue in your role.

18. Stratford-upon-Avon Street Pastors currently has no automated decision making or profiling activities. If in future these activities are to occur, you will be notified, and your consent sought before your personal data is processed in this manner.
19. Should you be dissatisfied with the way in

which the organisation has processed your data you have the right to submit a complaint to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire SK9 5AF.

www.ico.org.uk/concerns/handling/