



## YOUR DATA AND HOW WE USE IT

### What is your personal data?

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").

### Who are we?

Newport Mediation is the data controller (our full contact details are below). This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

Newport Mediation complies with our obligations under the GDPR by:

- not collecting or retaining excessive amounts of data
- keeping it up to date
- storing and destroying it securely
- protecting it from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect it.

### We may use your personal data for the following purposes

To enable us to deliver a voluntary mediation and conflict resolution service for the benefit of the public as specified in our constitution to:

- administer membership records
- fundraise and promote the interests of the organisation
- manage our employees and volunteers
- maintain our own accounts and records (including the processing of gift aid applications)
- inform you of news, events, activities and services running at Newport Mediation
- share your contact details with the office so they can keep you informed about news and events, activities and services that will be occurring and in which you may be interested
- share your contact details with the work group to carry out our core services

Your contact details will never be shared with a third party except in relation to items listed above or with your consent as laid out in 'Sharing your personal data' below:

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

- So that we can carry out our core activities
- To keep you informed about news, events, activities and service delivery.
- Where processing is necessary for carrying out legal obligations to include but not limited to Gift Aid, under Employment Law, or in relation to tax.
- To comply with our obligations in relation to Safeguarding requirements



### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Organisation or work group as specified in paragraph 3 or 4 or with your express consent.

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

We keep data for 6 years from the date that your involvement with the Organisation ceases. Any older data kept is anonymised for statistical purposes only.

Specifically, in relation to gift aid declarations, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

### **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 Newport mediation holds about you;
- to request that Newport mediation corrects 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 Newport mediation to retain such data;
- to withdraw your consent to the processing at any time
- to request that Newport mediation transmit that data directly to another data controller,
- where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- to object to the processing of personal data,
- 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**

To exercise all relevant rights, queries of complaints please in the first instance contact us at the address below.

Alternatively 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.