1. **What is my Personal Data?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the personal data alone or in conjunction with any other personal data 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 Regulations (GDPR).

1. **Who are we?**

The Northumbria Community Trust, a Charitable Incorporated Organisation (registered charity number 1156630), is the data controller (for contact details see section 12, below). This means that we decide how your personal data is processed and for what purposes. We are also ultimately responsible for managing any of your personal data that we hold.

1. **What Personal Data do we hold?** 
   1. **Personal Data you give us**

* when filling in forms on our website, blog or newsletter,
* through social media,
* at events we run,
* corresponding with us by phone, email or letter,
* when you register to use our website, participate in discussion boards or other social media functions on our site, our shop, surveys, campaigns and when you report a problem with our site.

The personal data you give us may include your name, postal address, e-mail address, phone number, gift aid information or credit card information.

* 1. **Personal Data we collect about you**

With regard to each of your visits to our website we will automatically collect the following personal data:

* + 1. Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
    2. Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page and any phone number used to call our office and staff members.
  1. **Personal Data we receive from other sources**

We may also receive personal data about you through our mailing system, other websites that we control, third parties who work closely with us including, for example, business partners, payment and delivery services and search information providers.

* 1. **Personal Data we hold because** **you are a Northumbria Community Trust employee or volunteer**

We may also hold certain categories of sensitive personal data such as personal financial details, age, gender, marital status, date of birth, full employment and educational history, references, medical and criminal records.

1. **How do we collect your Personal Data?**

You may provide us with your personal data in the following ways:

1. when you give us your contact details via our web page contact forms;
2. when you give us financial details for gift aid and general giving;
3. when you give us your personal details by telephone, email or in person;
4. when you engage with us on social media networks;
5. by website cookies and similar technologies;
6. when we take photo and video footage at events in which you participate;
7. when you apply for and/or are appointed to a role in a paid or unpaid capacity including providing details for DBS checks

If you give us information on behalf of someone else, please confirm that the other person has appointed you to act on their behalf and has agreed that you can give consent on their behalf to the processing of their personal data and receive on their behalf any data protection notices.

1. **How will we use your Personal Data?**
   1. To enable us to deliver the Aims and Objectives of the Northumbria Community
   2. To administer donations (including gift aid)
   3. To maintain accurate and up to date records of our employees, volunteers, Friends, Novices and Companions;
   4. To run Disclosure and Barring Service checks on employees and volunteers in accordance with our safeguarding and employment policies.
   5. To administer courses and events
   6. To comply with a legal or regulatory obligation
   7. To prevent or detect crime
   8. To administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
   9. To improve our website to ensure that content is presented in the most effective manner for you and for your computer;
   10. To allow you to participate in interactive features of our website, when you choose to do so;
   11. As part of our efforts to keep our website safe and secure;
   12. If you sign up for electronic newsletters, we will use your personal data to send you news and information about The Northumbria Community Trust and affiliated organisations;
   13. To manage our social media accounts
2. **How do we manage your Personal Data?**

The Northumbria Community Trust 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.

* 1. We use reasonable technical, administrative and physical controls to safeguard your personal data from unlawful use and unauthorised disclosure. In addition we limit access to your personal data to those who need to know and they will only process your personal data on our instructions.
  2. The Northumbria Community Trust maintains personal data on a third-party secure electronic database called Infoodle. It ensures personal data is secure and only accessible to authorised users. Our Infoodle account is hosted in New Zealand. Our booking data, which is only accessible to authorised users, is held on Google Drive and is hosted in the US.
  3. Our website is hosted in the UK.
  4. We are committed to holding your personal data securely. Only Northumbria Community Trust staff, authorised volunteers and authorised external organisations (such as payroll providers) that need to see the data can access it.
  5. We may store your personal data on computers, in a secure cloud-based database, in paper form, or all of these places.
  6. All computers or cloud-based storage areas that store any personal data are password protected.
  7. Any paper files that hold personal data (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
  8. The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), where applicable. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy policy and in compliance with all relevant UK data protection legislation.
  9. Personal data you provide to us is stored on our secure servers or in the cloud. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our site or app, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
  10. Unfortunately, the transmission of personal data via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted to our site; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

1. **What is our legal basis for processing your Personal Data?** 
   1. Our legal basis for processing personal data is different depending upon the purpose it was collected for. The following list covers the main types of personal data that we hold:
      1. Personal data collected for Northumbrian Community Trust news mailing and marketing lists is held on consent (unless otherwise stated).
      2. Personal data collected through our booking systems for the events and programmes that we run is held for our legitimate interests or because of a contractual obligation to do so.
      3. Employee, volunteer, Friend, Novice and Companion personal data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as a charitable organisation. Some of your personal data records may be held with your consent. Where we choose to hold such records on consent we will notify you of this when your personal data is collected and will ask for you to agree to this. We will also inform you how you can withdraw your consent if you wished to do so.
      4. We are obligated to collect and hold personal data to meet certain external requirements, for example to comply with Disclosure guidelines for the protection of children and protected adults, in relation to children's activities and ministry activities for adults.
      5. We are obligated to collect and process certain personal data to meet contractual obligations, for example in relation to employees, to meet the needs of payroll and pension providers, and the tax authorities.
2. **How long do we hold your Personal Data?** 
   1. The length of time that we will retain your personal data will vary depending upon the purpose for which it is processed.
   2. Personal data that is held by us on consent is only kept for as long as we have your consent to process that data.
3. **Your rights**
   1. Under UK legislation you have a number of rights about how your personal data is processed. Full details of your personal rights can be found on the Information Commissioner’s Office website - <https://ico.org.uk/>
   2. Your rights include the right to:
      1. Request access to the data we hold about you,
      2. Have inaccurate and incomplete data rectified,
      3. Have the personal data we hold on you deleted (except where we are required to hold the data by law),
      4. To restrict the processing of your personal data in certain circumstances.
      5. The right to lodge a complaint with the ICO.
   3. Data that is held on consent will only be processed as long as we have your consent. To withdraw your consent, you can contact us by emailing us at [office@northumbriacommunity.org](mailto:office@northumbriacommunity.org)
4. **Other websites and social media**

This privacy notice only addresses the use and disclosure of personal data held by us. Our website may publish links to other websites which may be of interest to you. In addition the Northumbria Community uses and posts links to Facebook, Instagram, Youtube, Spotify and Apple podcasts. If you follow the buttons or links to any other third party sites, please be aware that they have their own cookies and privacy policies which we recommend you read.

1. **Cookies**
   1. Our websites/ blog use cookies for the following reasons:
      1. To allow you to carry personal data across pages of our websites/ blog and avoid having to re-enter personal data when you return to one of our sites;
      2. To measure our website traffic and analyse how our websites work.

This will allow us to make changes to our websites in the future and make them easier to use;

* 1. You can accept or decline cookies by modifying the settings in your browser. Please note that if you disable all cookies then you may not be able to access some parts of our websites.

1. **Changes to our Privacy Notice**

Any changes we make to our Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back to see any updates or changes to our Privacy Notice.

1. **Contact**

If you have any questions, comments or requests regarding this privacy policy please email [office@northumbriacommunity.org](mailto:office@northumbriacommunity.org) or write to us at:

Northumbria Community,

Croft Cottage,

Acton Home Farm,

Felton,

Northumberland,

NE65 9NU