

Camberwell Consolidated Charities Privacy Notice
How the information we hold on you will be used



Camberwell Consolidated Charities

Registered Charity No: 208441

1. Personal data is any information about a living individual which allows them to be identified (eg a name, email address, address). Identification can be by the personal data alone or along with any other information.
2. Your information/personal data will be held by Camberwell Consolidated Charities (CCC, the Charity). You can contact Camberwell Consolidated Charities as a data controller (ie the organisation that holds the personal data we have from you) and for any data protection enquiries by post by writing to:

The Clerk to the Trustees
Camberwell Consolidated Charities
c/o HfM Tax Accounts
180 Piccadilly
London
W1J 9HF

Email: camberwellconsolidated@gmail.com and by telephone on 07931464882.
3. As data controllers we will comply with our legal obligations towards you to keep any personal data 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 protect it from loss, unauthorised access, misuse and disclosure.
4. We will use your personal data for some or all of the following purposes:
 - (a) to enable us to deliver the Charity's purpose to our beneficiaries, and to carry out other charitable or voluntary activities for public benefit as provided for in the governing document and statutory framework of the Charity;
 - (b) to process applications to become a beneficiary of the Charity;
 - (c) to promote the work that we are doing;
 - (d) to send you communications which you may have requested or that may be of interest to you about our operations.
 - (e) to process a donation that you have made (including Gift Aid information);
 - (f) to maintain our records and accounts and to verify whether you still meet the criteria for receipt of a gift from the Charity;
 - (g) to keep you informed of changes to the public benefit that we provide, or events such as the forthcoming payments of gift;
 - (h) to seek your comments or views;
5. We may process the following personal data:
 - (a) Names, titles, aliases.
 - (b) Contact details, eg telephone numbers, addresses and email addresses.
 - (c) Where relevant we may process information such as your date of birth, marital status and family composition.
 - (d) Where you make donations or receive benefits from the Charity, financial identifiers such as bank account numbers, payment/transaction identifiers.
 - (e) Other operational personal data created, obtained, or otherwise processed in the course of the Charity carrying out our activities including, but not limited to, recordings of telephone conversations and IP addresses.
6. Whilst we will rely on your consent as a legal basis for this processing, we will also have a legitimate interest for processing your personal data in order to make gift payments to you as a beneficiary of the Charity. As a charity we may process information about your income levels to administer the payment of benefits or your address and contact details when checking that you still meet the criteria for receipt of a gift. Whilst exercising our legitimate interest we will always consider your interests, rights and freedoms.
7. Some of our processing is necessary for compliance with a legal obligation. Where your personal data is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

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8. 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 us your prior consent.
9. We may also share your personal data with our agents, servants and contractors. For example, we may ask a commercial provider to send out communications on our behalf about gift payments to be made.
10. It is not envisaged that your personal data will be transferred to any party outside of 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 measures giving equivalent protection of personal rights either through international agreements or contracts approved by the EU.
11. We will keep your personal data only for as long as we need it and in line with our Data Retention Policy and we will delete it when it is no longer needed. Elements of your personal data may be retained by the Charity for historical, statistical or research purposes.
12. We will keep some records permanently if we are legally required to do so. We may keep some other 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.
13. As a person whose personal data CCC holds (a data subject) you have the following rights:
 - (a) The right to be informed of your rights as a data subject through this privacy notice.
 - (b) The right of access to the information CCC 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.
14. When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such a case we may need you to verify your identity before you can exercise these rights.
15. You have the right to withdraw your consent to the processing of your personal data by CCC at any time, but you should be aware that withdrawal of your consent will mean that you will no longer be a beneficiary of the Charity and gift payments from the Charity will stop.
16. CCC 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.
17. Should you be unhappy about the way in which the Charity has handled your personal data you have the right to complain to the Information Commissioner's Office:

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

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

Helpline number: 0303 123 1113