

Data Privacy Notice

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").

Who are we?

The Trustees of Wokingham United Charities are the data controller (contact details below) and are referred to as "we" or "us" below.

How do we process personal data?

We comply with our 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.

What is the legal basis for processing personal data?

For Westend and grants applications, data is collected on legitimate basis that is needed to ensure that the trustees can meet the requirements of the trust deed in applying funds for the relief of people in need.

Data for volunteers and staff is needed to meet legal requirements and for our legitimate interest in contact details and the previous experience for volunteers and staff.

In addition, name, organisation and contact details is collected on the basis of consent from people who have said they have an interest in the work we do so that we may keep them up to date with our activities.

We use personal data for the following purposes:



- To select grant applications for funding
- To select applications for flats at Westende
- To support Westende residents whilst living in one of our flats
- To promote the interests of the charity including fundraising;
- To manage our employees and volunteers;
- To enable us to provide a voluntary service for the benefit of the public in and around Wokingham;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at Wokingham United Charities.

How is it collected?

- For Westende and grants applications, data is collected on application forms and specific individual requests, in relation to the application or occupation of the flat.
- Marketing data is collected from published sources, individual enquiry and specific consent forms.
- Data for volunteers and staff is collected when they join.

Sharing personal data

Personal data will be treated as strictly confidential. For Westende residents, their information is shared with the provider of the out of hours support for residents, ForestCare with their knowledge and consent.

How long do we keep personal data?

We keep data in accordance with our data protection policy, a copy of which is available on request.

Your rights and your personal data

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:

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



- The right to withdraw your consent to the processing at any time, unless the information is held for legal reasons or in connection with a contract we have with you;
- The right of data portability, namely to request that we provide you with your personal data and, where possible and applicable, to transmit that data directly to another data controller;
- The right, 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;
- The right to object to the processing of personal data, where applicable;
- The right 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 Protection Notice, 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 details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Office Manager, by email manager@wokinghamuntiedcharities.org.uk or The Office, Wokingham United Charities, Westende, London Road, Wokingham, RG40 1YA.

You can contact the Information Commissioners Office on 0303 123 1113 or [Contact us | ICO](#).