

General Data Protection Regulation

From 25th May 2018, the processing of personal data is governed by the GDPR – the General Data Protection Regulation.

Your Personal Data

Personal data is information that allows us to identify you as an individual.

Data Controller

Q York is the data controller. This means Q York decides how your personal data is processed and for what purposes.

How do we process personal data?

We use personal data for the following purposes:

- To keep in touch and inform you of news, events and activities run by Q York (by text or email)
- To maintain our employee and volunteer records;
- To maintain our own accounts and records (including the processing of gift aid applications).

Q York complies with the GDPR obligations 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 measures are in place to protect personal data.

What is the legal basis for processing personal data?

- So that we can keep you informed about news, events and activities
- So that we can process your gift aid donations

Sharing your personal data

- Donations on the website are made using Virgin Money Giving. The contact details you enter on Virgin Money Giving are shared with Q York.
- We use Wix "Shout Out" to send newsletters and therefore your email address is shared between Wix and Q York.
- Your personal data will be treated as strictly confidential and will not be shared with any other organisations without your consent unless in exceptional circumstances where it may be necessary to share information without consent. Details of this are in our full privacy policy.

How long do we keep your personal data?

- Your personal information will be kept for use until you ask for your details to be updated or removed from our records.
- Financial data and gift aid declarations will be retained for 6 years after the last payment made.

Your rights and your personal data

If, at any point, you wish to see what information we hold relating to you, please contact our Safeguarding Manager at Q York.

If any information we hold about you is inaccurate, please let us know and we will update it.

If we are holding information about you which is not essential, you can ask us to delete it.

If you are dissatisfied with the way we are using your personal information, please contact our Safeguarding Manager at Q York as soon as possible. We will try to resolve the problem for you as quickly as possible. If you remain dissatisfied, you have 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 under our legal basis, then we will ask for your permission and use your information in the new way only if you give consent.

Contact Details

If you have any queries about Q York's compliance with the GDPR please contact the Safeguarding Manager at Q York.