LIVING STONES EDUCATIONAL TRUST (Manchester)
Data Privacy Notice

1. Your 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").

2. Who are we?

Living Stones Educational Trust (Manchester) is the data controller (contact details below). The Board of Trustees is the legal body responsible for LSET and its activities. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Trustees of LSET 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public;
- To administer records activity participants;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services.

4. What is the legal basis for processing your personal data?

- Explicit consent from you that we can keep you informed about LSET news, events and activities etc.;
- Processing is necessary to enable us to provide a service that you have requested (legitimate interest);
- Processing is necessary for carrying out obligations under employment, social security or social protection law;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim, providing
    - the processing relates only to employees, volunteers, participants (or those who have regular contact with it in connection with those purposes); and
    - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with those trustees, employees or volunteers who need it for purposes connected with LSET and, in relation to personal data

provided by those attending LSET activities, with the Project Co-ordinator, or other volunteer workers for purposes connected with LSET activities. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website[1]

7. 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: -

- The right to request a copy of your personal data which LSET holds about you;
- The right to request that LSET corrects 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 LSET to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request 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.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Hannah Batchelor, LSET Project Co-ordinator, c/o Heathfield Church, Millwright Street, Newton Heath, Manchester, M40 2JG.

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.

March, 2024
Living Stones Educational Trust
Review: March 2027

[1] Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - https://www.churchofengland.org/more/libraries-and-archives/records-management-guides