

### The Southampton and Winchester Branch of Friends International

#### 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?

The Southampton and Winchester branch of Friends International (hereafter referred to as FIS) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

FIS 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 international students in Southampton and Winchester
- To administer records of 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, volunteering and training opportunities

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

- In most cases, the basis for processing your personal data is "Legitimate Interest". This means we believe that you wish to receive the communications we send because you have shown interest in our events or work and have personally given us your contact details and personal data so that we can keep you informed about news, events, volunteering and training opportunities.
- "Consent" is the basis for processing any personal data that is submitted to us online, and explicit consent will therefore be obtained from you in this case, including (but not limited to); signing up to mailchimp email lists, booking events via Eventbrite, collecting data from Local Link hosts and students, Philip Project applications, and in any other cases where personal details are submitted online.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

- the processing relates only to members or former members (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 others in FIS in order to carry out a service or event.

Specifically, for Local Link, contact details are shared with individual hosts/students; and for other events, a list of names (and where appropriate, for trips, phone numbers) may be given to the event organiser. For Philip Project, contact details will be used to link students with mentors. For some events, we may also make use of third party services (Eventbrite, Mailchimp and Google forms) to publicise and manage bookings, and issue tickets.

We do not share your data with any third parties outside the organisation without your permission.

## **6. How long do we keep your personal data?**

We keep data in accordance with our FIS data retention policy. Specifically, we keep student and volunteer/supporter data whilst it is current, and for upto a year after students cease to attend events. Data is reviewed and deleted on an annual basis. Volunteer data is also reviewed on an annual basis.

## **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 FIS holds about you;
- The right to request that FIS 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 FIS 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) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 Data Protection 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 the Centre Team Leader at Friends International Southampton and Winchester: by email: [susan.caddy@friendsinternational.uk](mailto:susan.caddy@friendsinternational.uk) or telephone 07770 072 526 or Unit 904, Solent Business Centre, 343 Millbrook Road West, Southampton, SO15 0HW

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.