

THE DAME ELIZABETH MARVYN CHARITY

DATA PRIVACY NOTICE

(1 Jan 2019)

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 Dame Elizabeth Marvyn Charity carries on a tradition established in 1582 by the last will and testament of Dame Elizabeth Marvyn of Ufton Court. In modern times this involves the distribution of two loaves of bread to each eligible person each year, and sometimes a pair of towels as well.

The charity is overseen by a Board of Trustees which is the data controller. This means it decides how your personal data is processed and for what purposes.

3. What data do we hold?

In order to carry out the objects of the charity:

- we keep the address of every house in the charity's area of operation;
- we keep a record of whether anyone at that address has received benefit from the charity in any given year.

As an archive of historical interest, we also keep separately the address and the name of one adult person at that address for only those addresses in receipt of the charity's benefit at each annual distribution, including those on whose behalf the collection is made by a friend, neighbour or relative (their proxy).

4. How do we obtain your data?

We obtain addresses from the Royal Mail address database. We obtain names for the historical record directly from you or from your proxy at each annual distribution.

5. How do we process your personal data?

The Dame Elizabeth Marvyn Charity 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 in the charity's area of operation;
- To maintain our own records as an archive for the benefit of posterity;
- To inform you of your eligibility for the benefit and the date of the next distribution.

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

We process your data on the basis of Legitimate Interests so that we can fulfil the objects of the charity and provide you with the benefits.

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7. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared.

8. How long do we keep your personal data?

In order to carry out the objects of the charity:

- We keep the address of every house in the charity's area of operation for so long as it exists;
- We keep a record of whether anyone at that address has received benefit from the charity for six years.

As an archive of historical interest, we keep the address and the name of one adult person at the address for only those addresses in receipt of the charity's benefit at each annual distribution permanently

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 the Dame Elizabeth Marvyn Charity holds about you;
- The right to request that the Dame Elizabeth Marvyn Charity 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 the Dame Elizabeth Marvyn Charity to retain such data;
- 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;
- The right to lodge a complaint with the Information Commissioner's 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, or make queries or complaints, please in the first instance contact the Hon Secretary, Island Farm Cottage, Camp Road, Ufton Nervet, READING, Berkshire RG7 4ET.

Tel: 0118 983 3258.

email: marvyndole@englefieldhistory.net

You can contact the Information Commissioner's 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 5A.