Our Chartist Heritage

Privacy Notice and Data Retention Schedule

This Privacy Notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- How to complain

Contact details

Post

18 Ruperra Close, Bassaleg, NEWPORT, Gwent, NP10 8NP, United Kingdom

Telephone

01633 896908

Email

info@newportrising.co.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery and third-party referrals**:

- Names and contact details
- Addresses
- Dietary information (for catering at events)

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Donation history
- Tax payer information (for Gift Aid purposes)

We collect or use the following personal information **for the prevention, detection, investigation or prosecution of crimes**:

- Video recordings of public areas (including indoor and outdoor spaces)
- Audio recordings of public areas (including indoor and outdoor spaces)

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Records of consent, where appropriate

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Health and safety information (for example accident book)

We collect or use the following personal information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information

- Details of any criminal convictions (eg Disclosure Barring Service (DBS))

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Video recordings of public areas
- Audio recordings of public areas

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability.

- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third party referrals** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - In order to protect its charitable status and safeguard its reputation, Our Chartist Heritage is obliged to exercise due diligence and comply with its Ethical Fundraising Policy and its Fundraising Strategy, as well as its policies on Preventing Money Laundering; Accepting Grants Donations and Gifts; and Making Grants Donations and Gifts. The data collected achieves these purposes and also facilitates effective customer relations with donors and funders, with minimal risk to or negative impact upon them.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information **for the prevention, detection, investigation or prosecution of crimes** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - Our Chartist Heritage has installed audio-visual CCTV at Newport Rising Hub, overlooking the entrance and welcome desk, to protect volunteers and visitors from abuse and to prevent theft of cash or merchandise. A Privacy Notice alerts volunteers and visitors to the fact that they are on camera; recordings are deleted at regular intervals.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - Information is collected to enable those considering bids for consultancy contracts to determine the extent to which applicants have the requisite knowledge, skills, experience and personal attributes to fulfil the consultancy and person specifications. Once selection has been made the data is deleted.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legitimate interests** – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - Our Volunteer Complaints Policy and Procedure provides volunteers with a framework for raising and resolving complaints swiftly and transparently. The same principles would be applied if a member of the public made a complaint about an OCH service or volunteer. Sometimes complaints necessitate the gathering of sensitive and/or disputed information. Such data are deleted once they have served the purpose of resolving the complaint and any 'lessons learnt' have been identified.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Where we get personal information from

- Directly from you
- CCTV footage or other recordings

How long we keep information

Records	Retention period	Data owner	Data processors
Minutes of regular meetings of the Board of Trustees and any decisions made by the Board. Minutes of Annual General Meetings and any decisions made by the Board.	The minimum period is 10 years (required by the Companies Act 2006). OCH's policy is to retain these records permanently.	Secretary to the Board of Trustees	None
Annual Accounts and Annual Report	The minimum period is 6 years from the end of the financial year in which the returns were made (required Charities Act 2011) OCH's policy is to retain these records permanently.	Treasurer (for Annual Accounts) & Chair of the Board of Trustees for Annual Report)	None
Purchase Invoices, Records of monies received and paid	6 years after the end of the financial year in which the transactions occurred (required by Charities Act 2011)	Treasurer	None
Employee and freelancer details	6 years after the end of the financial year in which the transactions occurred (required by the Charities Act 2011)	Treasurer	None

Records	Retention period	*Data owner	Data processors
Income Tax Records, P45 and P60	OCH will retain your data for six years after the end of the financial year to which the records refer (Recommended by HMRC guidelines)	Treasurer	None
Application forms and interview notes for unsuccessful candidates	OCH will retain your data for six months to a year after the interviews took place (Recommended by the Equality Act 2010)	Secretary to the Board of Trustees	None
Accident books, records/reports	The legal requirement is three years after the last entry or the end of investigation if later. (RIDDOR) OCH will retain your data for at least 6 years	Secretary to the Board of Trustees	None
Contact information, payment details and delivery address for sales from our online store	OCH will retain your data for one year after the sale was completed. These data will then be deleted permanently. Ecwid retains Customer Personal Data for 'as long as it is reasonably needed to deliver the service.' PayPal retains account, personal and transactional information for ten years.	Designated manager of online store	OCH uses both Ecwid and PayPal as data processors for sales from our online store. They handle data such as your name, email address, payment information and delivery address. For more information, see Ecwid's Privacy Policy and PayPal's Privacy Policy

Records	Retention period	Data owner	Data processors
Contact information and payment details for online ticket sales for events and activities	OCH will retain data your data for one year after the event has taken place. The record will then be deleted permanently. Stripe retains biometric data for one year and non-biometric data for three years. Paypal retains account, personal and transactional information for ten years	Designated manager of online ticket sales	OCH uses both Stripe and Paypal as data processors for online ticket sales. They handle data such as your name, email address and payment information. For more information, see Stripe's Privacy Policy and PayPal's Privacy Policy
Contact information for subscribers to Newport Rising's online mailing list	OCH will retain your data from the point when you consent to subscribe until such time as you opt to unsubscribe	Designated manager of the online mailing list	OCH uses EmailOctopus as a data processor for Newport Rising's online mailing list. They handle data such as your name and email address and build in a process for unsubscribing For more information see EmailOctopus's Privacy Policy

Records	Retention period	*Data owner	Data processors
Donor contact information, payment details, donation history, email correspondence and record of donor preferences	OCH will retain your data for at least 6 years from the end of the financial year in which the last donation was made (Required by HMRC for tax and audit purposes and the Charities Act 2011)	Chair of the Fundraising Committee	OCH uses Givey as a data processor for charitable donations. Givey handles data such as your name, email and postal address and other contact information, Gift Aid details, donation history, correspondence and preferences. For more information see Givey's Privacy Policy

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint

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