

Privacy Policy

River Tree Trust (“We”) respect your privacy and are determined to protect your personal data. The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from). We’ll also tell you about your privacy rights and how the data protection law protects you.

This privacy notice is provided in a layered format so you can click through to the specific areas set out below.

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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?

RiverTree Trust 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?

RiverTree Trust 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 administer membership records;
 - To fundraise and promote the interests of the trust;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records (including the processing of gift aid applications);
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- To inform you of news, events, activities and services that are run by the Trust, in particular those associated with Community Church;
- To keep members of the church family in touch with each other;
- To help with organising serving and volunteer help

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

- Explicit consent of the data subject (that's you) so that we can keep you informed about news, events, activities and services associated with RiverTree Trust, Community Church and associated groups.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by RiverTree Trust as a not-for-profit body with a religious aim provided: -
 - the processing relates only to members or former members of Community Church and those associated with the work of River Tree Trust (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- RiverTree Trust may process special categories of data as described under the GDPR. This may include:
 - information about your religious beliefs as RiverTree Trust is a not-for-profit body with a religious aim. This information will only be processed with your consent as part of the Trust's Community Church activities.
 - Information about your physical or mental health. This information will only be held with your consent and will only be used for your welfare, specifically regarding allergies or medication taken by those with additional needs.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and if you are part of Community Church will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church.

RiverTree Trust will only share your data with third parties with your consent.

6. How long do we keep your personal data²?

We keep data in accordance with the RiverTree Trust clear down policy.

Specifically, we retain data while it is still current; gift aid declarations and associated paperwork will be retained for up to 6 years after the calendar year to which they relate; accident reports will be kept for three years.

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 RiverTree Trust holds about you;
- The right to request that RiverTree Trust 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 RiverTree Trust to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that RiverTree Trust provide you with your 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 of complaints please in the first instance contact the RiverTree Trust, Jubilee Centre, Market Street, Paddock, Huddersfield, HD1 4SH. Tel: 01484 551551. E-mail: office@cchud.co.uk

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.