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# ANL GDPR Data Privacy Policy

1. **Personal Data**

*Personal data* is data we hold by which (possibly in conjunction with other available information) a living individual can be identified.

The processing of personal data is governed by the *General Data Protection Regulation* (the “GDPR”).

1. **The Data Controller**

The directors of Ascend Next Level CIC are the *data controller*. This means it decides how your personal data is processed and for what purposes. You can contact Ascend Next Level CIC via the Ascend Next Level CIC GDPR officer whose contact details are at the end of this document.

1. **The Types of Personal Data we collect and use**

The following types of data may be collected, **but only where relevant** to the purpose for which the data was collected.

* Name, address and contact details
* Date of birth
* Records of your giving to Ascend Next Level CIC if required for Gift Aid claims.
* Names of family members

1. **The Legal Basis for Using your Personal Data**

### Contract

Some Personal Data is held, without requiring consent, because of a contractual arrangement. For instance:

* To manage our contracts with employees and volunteers
* Contracts with people engaged to perform an occasional service for Ascend Next Level CIC.

### Legal Obligation

Some Personal Data is held, without requiring consent, to comply with legal requirements.  
For instance:

* To record the Offices held within Ascend Next Level CIC (such as directors and officers)
* Financial records for Gift-Aid claims
* Parental consent and emergency contact details
* Safeguarding records
* GDPR consent or request records

### Legitimate Interest

Some Personal Data is held, without requiring consent, for *legitimate interest*. For instance:

* To inform registered Ascend Next Level CIC clients or helpers of Ascend Next Level CIC events or changes to arrangements
* To publish helpers’ duties on a rota
* To enable clients or helpers to participate as a member of a group or committee

Only *reasonable expected* use for the purpose of the group you have joined is permitted.

### By your explicit Consent

Use of Personal Data for purposes not covered by the categories above requires your *explicit consent*. For instance:

* To inform you of events outside of Ascend Next Level CIC that might be of interest.
* Or to print your name in publicity or news releases.

1. **Sharing your Personal Data**

Your personal data will be treated as strictly confidential and will only be shared with other users of Ascend Next Level CIC in order to carry out a service to other Ascend Next Level CIC users or for purposes connected with Ascend Next Level CIC. We will only share your data with third parties outside of Ascend Next Level CIC to comply with legal requirements, or with your consent.

1. **Securing your Personal Data**

We comply with our 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.

1. **Retention of your Personal Data**

For legal reasons, gift aid declarations and associated paperwork are kept for up to 6 years after the calendar year to which they relate. Other personal data is held whilst it is still relevant for the purpose for which it is held.

1. **Your Rights relating to 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 be informed about how we process your personal data.
* The right to request that we correct your personal data.
* The right to request a copy of your personal data.
* The right to withdraw your consent or restrict processing of your personal data.
* The right to request your personal data is erased where its retention is no longer necessary.
* The right to lodge a complaint with the Information Commissioners Office.

1. **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. Whenever necessary, we will seek your prior consent to the new processing.

1. **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Ascend Next Level CIC GDPR officer, Stephen Dolley, at 9 Lower Lane, Chinley, 07980 446573, ascendnextleveluk@gmail.com.

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 5AF.