

## 1. WHO ARE WE?

- 1.1. We are 10,000 hours, a community project launched out of Causeway Coast Vineyard Church, 10 Hillmans Way Coleraine Co. Londonderry BT52 1WQ
- 1.2. We organise summer community serving projects utilising volunteers to bless our city and wider area (**our Services**).

## 2. WHAT IS THIS NOTICE?

- 2.1. In order to provide our Services, we may need to process **Personal Data** from time to time (that is information about someone who can be identified from the data). This Personal Data may be about you or other people. This notice explains how we will use the Personal Data we hold.
- 2.2. We might need to change this privacy notice from time to time. If we do, we let you know. So please do keep an eye on our notice before giving us any Personal Data.
- 2.3. All of the defined terms in this notice are explained in paragraph 14 below. If you have any questions about this notice, feel free to send us an email to [dataprotection@causewaycoastvineyard.com](mailto:dataprotection@causewaycoastvineyard.com)

## 3. WHO DO WE HOLD PERSONAL DATA ABOUT?

- 3.1. We hold Personal Data about the following groups of people (**Data Subjects**):

DATA SUBJECTS	DESCRIPTION
<u><b>Volunteers</b></u>	<i>Any party who has signed up to be a volunteer on any of our projects</i>

## 4. ARE WE A CONTROLLER OR A PROCESSOR?

- 4.1. We are a **Controller** in respect of the following data – Volunteers. This means we make decisions about what data to collect (in respect of those groups of Data Subjects) and how to use it.

## 5. WHERE DO WE COLLECT PERSONAL DATA FROM?

- 5.1. We will generally only collect Personal Data as set out below:

### Volunteers

Source	Types of Data Collected
Direct interactions with the Data Subject either online or in paper form	Contact and Identity Data

### General

We may also collect, use and share **Aggregated Data** such as statistical or demographic data which we collect from interactions with Volunteers. Aggregated Data may be derived from Personal Data but since it cannot be used to identify an individual, it is not Personal Data.

## 6. HOW WILL WE USE THE PERSONAL DATA WE HOLD AND WHAT IS OUR LAWFUL BASIS FOR DOING SO?

## **Volunteers**

- (i) We hold and process Volunteer's Data as a Controller, which means we must have a 'lawful basis' for doing so. We have set out how we use Volunteer's Data along with our lawful basis in the table below.
- (ii) Anywhere we are relying on legitimate interest we believe that such processing is necessary for the purposes of our **legitimate interest**, which in this case is to facilitate the successful running of the 10,000 hours project. We consider such use goes no further than the Data Subject would reasonably expect; is likely to align with the Data Subject's interests (by enabling us to place them in a volunteer team and contact them regarding their serving slots) and is unlikely to be detrimental to the fundamental rights and freedoms of the Data Subject.

PURPOSE/ ACTIVITY	DESCRIPTION	TYPES OF DATA	LAWFUL BASIS
<b>To provide our services</b>	<i>The organising of projects including rotas of volunteers and contacting volunteers about their serving slots.</i>	<i>Identity Data Contact Data</i>	<i>Legitimate interest</i>
<b>Marketing</b>	<i>To contact volunteers regarding future 10,000 hours projects.</i>	<i>Identity Data Contact Data</i>	<i>Consent</i>

## **7. WILL WE DISCLOSE PERSONAL DATA TO ANYONE ELSE?**

DATA SUBJECT GROUP	TYPES OF DATA TRANSFERRED	RECIPIENT	REASON FOR TRANSFER

If you have any questions about who your data might be transferred to please send us an email at [dataprotection@causewaycoastvineyard.com](mailto:dataprotection@causewaycoastvineyard.com)

## **8. WHERE DO WE STORE THE PERSONAL DATA YOU COLLECT?**

Information is stored by CCV in secure cloud storage. We may also store information in paper files in secure locked cabinets in our offices.

We maintain a high level of security in relation to the collection, storage and disclosure of your information. This is very important to us and we take all necessary steps to ensure that any information we hold about you is safe.

We place great importance on the security of all personal data associated with our regular attenders, supporters, volunteers and staff.

We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control. For example, only authorised personnel are able to access personal information, we ensure access to information is password protected or secured via locked filing cabinets. While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

We enforce strict procedures and security features to protect your information and prevent unauthorised access, although we cannot completely guarantee the security of any information you transmit to us

## 9. FOR HOW LONG DO WE STORE PERSONAL DATA?

Our retention policy for volunteers is as follows:

We will generally only store your data until the projects have finished unless you have specified that you wish to be kept informed regarding future projects.

## 10. WHAT RIGHTS DOES A DATA SUBJECT HAVE ABOUT THE PERSONAL DATA WE COLLECT AND HOLD?

11.1 Data Subjects have the following rights in respect of Personal Data relating to them which can be enforced against whoever is the **Controller**.

- (a) **Right to be informed:** the right to be informed about what Personal Data the Controller collects and stores about you and how it's used.
- (b) **Right of access:** the right to request a copy of the Personal Data held, as well as confirmation of:
  - (i) the purposes of the processing;
  - (ii) the categories of personal data concerned;
  - (iii) the recipients to whom the personal data has/will be disclosed;
  - (iv) for how long it will be stored; and
  - (v) if data wasn't collected directly from the Data Subject, information about the source.
- (c) **Right of rectification:** the right to require the Controller to correct any Personal Data held about the Data Subject which is inaccurate or incomplete.
- (d) **Right to be forgotten:** in certain circumstances, the right to have the Personal Data held about the Data Subject erased from the Controller's records.
- (e) **Right to restriction of processing:** the right to request the Controller to restrict the processing carried out in respect of Personal Data relating to the Data Subject. You might want to do this, for instance, if you think the data held by the Controller is inaccurate and you would like to restrict processing the data has been reviewed and updated if necessary.
- (f) **Right of portability:** the right to have the Personal Data held by the Controller about the Data Subject transferred to another organisation, to the extent it was provided in a structured, commonly used and machine-readable format.
- (g) **Right to object to direct marketing:** the right to object where processing is carried out for direct marketing purposes (including profiling in connection with that purpose).
- (h) **Right to object to automated processing:** the right not to be subject to a decision based solely on automated processing (including profiling) which produces legal effects (or other similar significant effects) on the Data Subject.

11.2 If you want to avail of any of these rights, you should contact us immediately at [dataprotection@causewaycoastvineyard.com](mailto:dataprotection@causewaycoastvineyard.com).

## 11. WHAT HAPPENS IF I NO LONGER WANT YOU TO PROCESS PERSONAL DATA ABOUT ME?

- 12.2 We will comply with your request unless we have reasons for lawfully retaining data about you.
- 12.3 If we are holding Personal Data about you and using that data for marketing purposes or for any other activities based on your consent, you may notify us at any time that you no longer want us to process Personal Data about you for particular purposes or for any purposes whatsoever and we will stop processing your Personal Data for that purpose.

**12. WHO DO I COMPLAIN TO IF I'M NOT HAPPY WITH HOW YOU PROCESS PERSONAL DATA ABOUT ME?**

- 13.1 If you have any questions or concerns about how we are using Personal Data about you, please contact our Data Protection Officer immediately at our registered address (see paragraph 1.1 above) or by email to [dataprotection@causewaycoastvineyard.com](mailto:dataprotection@causewaycoastvineyard.com).
- 13.2 If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Information Commissioner's Office by following this link: <https://ico.org.uk/concerns/>.

**13. WHAT DO ALL OF THE DEFINED TERMS IN THIS PRIVACY NOTICE MEAN?**

- 14.1 Throughout this notice you'll see a lot of defined terms (which you can recognise because they're capitalised). Where possible, we've tried to define them as we go, but we thought it might be useful to have a glossary at the end for you. Anywhere in this notice you see the following terms, they'll have the following meanings:

**Controller** is a legal term set out in the General Data Protection Regulation (**GDPR**), it means the party responsible for deciding what Personal Data to collect and how to use it;

**Data Subject** means the individual who can be identified from the Personal Data;

**Personal Data** means data which can be used to identify a living individual. This could be a name and address or it could be a number of details which when taken together make it possible to work out who the information is about. It also includes information about the identifiable individual;

**Processor** is another legal term set out in the GDPR, it means the party who has agreed to process Personal Data on behalf of the Controller.

Last updated: May 2018