



## GENERAL PRIVACY NOTICE OF SHIFT UK

### **Introduction to the Privacy Notice**

Shift UK needs to use information to support the mission and growth of our ministry in equipping adults in their 20s and 30s serve the church in the UK and elsewhere. We use the personal data which you have given us through online sign-up forms and elsewhere.

### **Why do we need a Privacy Notice**

Data Protection regulation in the UK requires all organisations to inform individuals about the personal data they hold and use, and the reasons for this. This Privacy Notice is intended to make it easier for you to find out how we use and protect your information.

### **Who does this Notice apply to**

This Privacy Notice is for all those whose personal information is dealt with in any way by Shift UK including trustees, volunteers, contractors, suppliers, [tenants] and clients, but there may be others.

So, you may be a trustee, a person contracted to carry out work or a tenant, for instance.

### **How this Privacy Notice relates to you**

We want to be open and transparent about how we use your personal data. We are a charity and we have a broad array of tasks and responsibilities. So we have a long list of the different types of data that we might use.

Hence we've set out a range of scenarios to cover why we might process your data. Even if the examples don't all apply to you, we think it is more straightforward to have a single document that covers as many eventualities as possible.

We are not changing the ways we use your personal data. Our Privacy Notice has in it what the new Data Protection regulation, requires us to include, and it covers:

1. Your personal data – what is it
2. Who are we
3. What is the lawful basis for processing your personal data
4. How does Shift UK process your personal data, and for what purposes
5. Sharing your personal data
6. How long do we keep your personal data
7. Your rights and your personal data
8. Transfer of data abroad
9. Further processing
10. Contact details
11. Changes to this Notice

### **Do you hold lots of information about me**

Only a limited amount of the examples in this Notice will apply to you. This will generally be data you have given us.

However, because the Notice is for everyone, the list under Section 4 about the purposes for which we use personal data is rather long.

## **1. Your personal data – what is it**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

## **2. Who are we**

This Privacy Notice is provided to you by Shift UK who is the data controller for your data, which we hold and use. This means that we, Shift UK, are responsible to you for how we process your data.

## **3. What is the lawful basis for processing your personal data**

The GDPR requires specification in the Privacy Notice of the lawful basis for processing personal data. Below are the lawful bases which are relevant for our processing activities:

- legitimate interests
- compliance with a legal obligation
- performance of a contract, or to take steps to enter into a contract
- to protect a person’s vital interests
- where consent has been obtained

Religious organisations are also permitted to process information which reveal a person’s religious beliefs, to administer membership or contact details.

## **4. How does Shift UK process personal data**

Shift UK will comply with its legal obligation to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for purposes included amongst the following:

### Overall purposes

- To enable us to meet all legal and statutory obligations.
- To deliver the charity’s mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in our constitution and our statutory framework.
- To promote and assist the mission and growth of Shift UK.
- To support you while you make any booking with Shift UK and help you to make any changes.
- To send you important notices about any bookings you have with Shift UK (eg arrival information).

- To make sure your account is up-to-date.
- [To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk of abuse or neglect are provided with safe environments.]
- In carrying out our overall purposes
  - To administer the necessary donor and event attendee records, events and activities,
  - To fundraise and promote the interests of the charity. e.g. information supplied by donors to use in supporting our work.
  - To maintain our own accounts and records. e.g. re: Contractors, suppliers and tenants – for putting agreements in place, invoicing and making payments. Personal data held in this regard forms part of our contractual arrangements with you.
- To seek your views or comments.
- To notify you of changes to our services, events and role holders. e.g. those who sign up to receive newsletters or information about promotions and offers, to make sure you continue to receive these.
- To send you communications which you have requested, or that may be of interest to you. These may include information about campaigns, appeals, or other fundraising activities. e.g. those who make donations to Shift UK.
- [To process a grant or application.]
- To enable volunteers to undertake pastoral care duties as appropriate.
- To manage our volunteers and contractors. We will process data about individuals for legal, [HR], administrative and management purposes and to enable us to meet our legal obligations.
- We may process special categories of personal data relating to individuals including, for example as appropriate:
  - [information about a physical or mental health condition in order to monitor sick leave and take decisions as to the individual's fitness for work]
  - [the individual's racial or ethnic origin or religious or similar diversity data in order to monitor compliance with equal opportunities legislation]
  - in order to comply with legal requirements and obligations to third parties.
- Our processing may include the taking of photographs, filming and live streaming of particular events for use in promotional or training events, or other legitimate purposes, and which may appear in promotional material and/or on our intranet and website. Our website is also accessible from overseas.

Your personal data will be treated as strictly confidential. It will not be shared with third parties.

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed, in line with our approach to data retention. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 6 years to support audits from external bodies.

## **7. Your rights and your personal data**

You have the following rights with respect to your personal data:

- To access information we hold on you – you can contact us in writing at any time (see 10. Contact Details)
- To correct and update the information we hold on you - we will make relevant changes
- To have your information erased - you can request deletion
- To restrict the processing of your data – you can object to your data being used

- To moving your data (data portability) – you can request data transfer
- To withdraw your consent, where consent was sought – this can be at any time
- To object to the processing of personal data where applicable.
- To lodge a complaint with the Information Commissioners Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights

## **8. Transfer of data abroad**

In general we do not transfer personal data abroad. However, where this does occur, any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving broadly equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 applicable and whenever necessary, we will seek your prior consent to the new processing.

## **10. Contact Details**

Please contact us if you have any questions about this Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:  
info@shift-uk.com

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.

## **11. Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page: [•]. This Notice was updated in May 2018.

Charity Registration Number 1165932 <http://www.shift-uk.com>

