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## Privacy Notice

### What data is covered by the UK General Data Protection Regulations (UK GDPR)

A new domestic data privacy law called the United Kingdom General Data Protection Regulations (UK-GDPR) took effect on January 1st, 2021, and – alongside the Data Protection Act of 2018 and the Privacy and Electronic Communications Regulations (PECR) – governs all processing of personal data from individuals located inside the United Kingdom. The PECR sits alongside the data protection act and they give specific privacy rights in relation to electronic communications.

Personal data under the UK GDPR only includes information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

### Legal basis for processing data and sharing personal data with third parties

The Gatehouse takes a person's privacy seriously and will only use personal information for operational and lawful purposes. The lawful bases under which they are held are primarily either legitimate interests (i.e. they are necessary to be able to carry out our operations), or legal obligation. In some cases, they are held for a specific purpose (e.g. publicity) based on having obtained prior consent.

The Gatehouse will not sell your personal information on to any third party and the only time that personal information will be shared outside of the organisation is when a person is deemed to be a risk to themselves/others, a child protection or safeguarding vulnerable adults concern is raised or when we are obliged to by law. Any such data held by us will be secured on encrypted hardware and software, in a locked office and cabinets (when not in use and/or data is kept in physical form) or on a secure cloud-based system/s within the UK.

### Your rights and your personal data

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

When exercising any of the rights listed below, 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.

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

#### **1) The right to access personal data we hold on you:**

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within 30 working days.

**There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.**

**2) The right to correct and update the personal data we hold on you:**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

**3) The right to have your personal data erased**

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data can or cannot be deleted (for example because we need it for to comply with a legal obligation). Where immediately allowable deletion will occur within one month of receiving a request, or where data is required for a longer period deletion will subsequently occur within one month of reaching the point where it is no longer required.

**4) The right to object to processing of your personal data or to restrict it to certain purposes only:**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**5) The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7) The right to lodge a complaint with the Information Commissioner's Office.**

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.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Katrina Horne (Gatehouse CEO) on [katrina@oxfordgatehouse.org](mailto:katrina@oxfordgatehouse.org)

Tel: 07773 333728

The Gatehouse, 10 Woodstock Road, Oxford OX2 6HT.

The Gatehouse CEO will then notify the Gatehouse Data Protection Officer of your query.

Enquiries of this type will be answered within 30 working days and there will be no charge for an initial enquiry. The Gatehouse reserves the right to refuse or charge a 'reasonable fee' for requests that are manifestly unfounded, excessive or repetitive. Where requests are refused the individual has the right to complain to the ICO.

**For further information on:**

How the UK GDPR is managed when using the Gatehouse website, please read the Gatehouse Privacy Notice on <https://oxfordgatehouse.org/privacy-notice/> for further details.

The Gatehouse UK GDPR policy please go to <https://oxfordgatehouse.org/volunteer/policies-and-guidance/>