

DATA PRIVACY NOTICE

Moore Village Pre-School - Data Protection Registration: Z2573021

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 (GDPR).

2. Who are we?

The Moore Village Pre-School, Registered Charity Number 1100745 (Moore VPS) 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?

The Moore VPS 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership and client records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at The Moore VPS.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about Moore VPS events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law.
- Processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent, other than required by Law.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Moore VPS in order to carry out duties to other members or for purposes connected with the Moore VPS. The only parties that we will share your information without your knowledge are Law Enforcement Agencies, as required by law.

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6. How long do we keep your personal data?

Specifically, we retain electoral roll data while it is still current; and associated paperwork for up to six years after the calendar year to which they relate.

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 the Trustees of Moore VPS holds about you;
- The right to request that the Trustees of Moore VPS) 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 the Trustees of Moore VPS to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data.
- 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 Commissioner's 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 Trustees, Moore Village Pre-School, The Milner Church Institute, Runcorn Road, Moore Warrington, WA4 6TZ or by Email: info@daresburyvillagepreschool.org

You can contact the Information Commissioner's Office on 0303 123 1113 or by email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Approved by the Trustees on, 20 August 2021