

# The Swalcliffe Village Charity Privacy Policy

## Generated privacy notice - general business

### The Swalcliffe Village Charity customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details - [martin.collett@swalcliffevillage.co.uk](mailto:martin.collett@swalcliffevillage.co.uk)

### What information we collect, use, and why

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Information relating to sponsorship
- Records of consent, where appropriate

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Financial transaction information

### Lawful bases

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent
- Legal obligation
- Public task

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Legal obligation

Where we get personal information from

- People directly

### How long we keep information

- The Charity will keep all records relating to a financial transaction including gift aid for five years and all other data for three years.

### Who we share information with

Data processors

**Third party financial payment processor** - This data processor does the following activities for us:  
Processes payments

Others we share personal information with

- Relevant regulatory authorities
- Organisations we're legally obliged to share personal information with

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

#### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113  
Website: <https://www.ico.org.uk/make-a-complaint>

#### Last updated

1 July 2024