

Kingsbury Episcopi Band

Data Protection Privacy Notice For Clients

What kinds of personal information about you do we process?

Personal contact details: full name, address, home telephone number, mobile number, email address.

What is the source of your personal information?

We collect personal information directly from you.

What do we use your personal data for?

Communicating with you concerning the booking, organisation and other relevant information regarding engagements.

To comply with legal obligations, requirements and guidance.

Who holds your personal information?

Personal information is held only by trustees (committee members).

How is your personal information stored?

Personal information is stored in password-protected computer files, locked filing cabinets, a limited amount of information in other computer files and in hard copy-form, and mobile phone numbers stored in phone directories.

What are the legal grounds for our processing of your personal information?

Legitimate interests. The existence of the charity (KEB) relies on being able to contact its clients, so it is in our legitimate interests to process your personal information. Your personal information is used in ways you would reasonably expect and which have minimal privacy impact.

To comply with our legal obligations.

When do we share your personal information with other organisations?

We do not share your information with other organisations.

What you should do if your personal information changes

You should tell us so that we can update our records.

For how long is your personal information retained by us?

We will retain your personal information for up to three years unless you request that we remove it sooner.

What are your rights under data protection laws?

Here is a list of rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at the time if they are engaged or not.

The right to be informed about our processing of your personal information;

The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed;

The right to object to processing of your personal information;

The right to restrict processing of your personal information;

The right to have your personal information erased (the "right to be forgotten");

The right to request access to your personal information and to obtain information about how we process it;

The right to move, copy or transfer your personal information ("data portability"); and

Rights in relation to automated decision making which has a legal effect, or otherwise significantly affects you.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws – <https://ico.org.uk/>