



The Mixed Group

THE MIXED GROUP - PRIVACY POLICY

The Mixed Group is a registered local charity (1116340) raising money to fund an annual Christmas day meal and annual Summer Cream Tea for lonely and elderly residents living in the Welwyn Hatfield Borough.

We take the protection of your personal information very seriously and take all precautions necessary to ensure that the limited information we hold on you is held securely and processed in accordance with relevant data protection legislation. This Privacy Notice outlines how we use your information and provides the information you need to know to understand how we will process and protect your information and why we need the information. It also sets out any other important information we feel you need to know.

As a local charity the Mixed Group is not required to register as a data controller but we still meet the requirements of the General Data Protection Regulations (GDPR) for handling the personal data and information we hold on our residents, our helpers and our supporters. This means we keep your personal information safe and only use it for the purpose of the charity.

Why we may hold information about you and how this is collected?

To offer our service to the residents of the Welwyn Hatfield borough, we do need to capture and process personal information. The information we hold is collected through residents registering an interest in the events we organise and from supporters of the Mixed Group.

How we use your information

The GDPR defines a number of data protection principles which must be observed when processing information. We strictly adhere to these principles. The Mixed Group will only use the information it holds about you for the purpose for which you provided it. We will collect the minimum information necessary to fulfil that purpose and when you provide information, you will be told what it will be used for. We will keep the information as

accurate as possible, keep your information for no longer than is necessary and dispose of the information in a secure manner when no longer needed. Whilst within our control your information will be kept securely and we shall protect it against unauthorised access and accidental loss.

We will only use your information fairly and lawfully and we will only process (collect, store and use) personal and sensitive information about you in ways that meet the rules of the GDPR.

Personal Data and the type of information we collect and process

The Mixed Group collects and uses personal data to fulfil the purposes of the charity and to do this we do need to collect a small amount of personal data. This data will be a name and address and, where required, medical information, and will only be shared with our team of helpers, when the need arises, and will not be used for any other purposes.

How we keep your information safe

Rest assured that the information we hold on you is kept safe through the measures we have in place which includes anti-virus software and secure filing cabinets kept at our secure residential location. The Mixed Group Trustees and helpers are aware of the need to handle all our data securely and meet the requirements of the GDPR. We do not transfer your data outside of the European Economic Area.

Marketing

We will only approach you for marketing exercises where you have explicitly provided your contact details for this purpose. We will make it easy for you to withdraw consent and tell you how. We will stop processing your personal data for direct marketing purposes as soon you choose to opt out or we receive an objection.

What is Personal Data?

Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the

physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. IP addresses and cookie strings are now seen as personal data and there is no distinction between personal data about individuals in their private, public or work roles.

Your rights

The GDPR provides the following rights for individuals:

The right to be Informed

You have a right to be told how and why your data is being used, who it is being shared with, and if your fundamental rights or freedoms may be affected. You also have a right to be told if your data was involved in a data breach.

The right of Rectification

You are entitled to have any personal data held by The Mixed Group rectified if it is inaccurate or incomplete.

The right to Restrict Processing

We will restrict the processing of your personal data if you contest the accuracy of it.

The right to Object

You have the right to object to the processing of your data. We will stop the processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

The right of Access

You have the right to access the personal data held on you. This is so that you are aware of and can verify the lawfulness of the processing of your data.

The right to Erasure/ The right to be Forgotten

You have the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This will apply where the personal data is no longer necessary in relation to the purpose for which it was originally collected; you withdraw consent; you object to the processing and there is no overriding legitimate interest for continuing the processing or your personal data was unlawfully processed.

Explicit Consent

The data collected by the Mixed Group is for a specific, explicit and legitimate purpose and it will be obvious to you what your data is going to be used for. We will not use information collected for one purpose for another without your permission and we will gain your explicit consent where we may want to legitimately use personal data we hold on you.

Complaints

You have the right to complain to the Information Commissioner's Office

<https://ico.org.uk/global/contact-us/> should you be dissatisfied with the way The Mixed Group has handled your personal data.