

St Margaret's Institute Privacy Policy

Introduction.

The St Margaret's Institute Community Centre (SMI-CC) has as its goal maintaining and improving community cohesion in the area surrounding the community centre. One way to do this is to set up and use lists of people who wish to contribute to the work of the centre and/or wish to use the centre for activities consistent with its goals. Although the lists contain relatively little personal information, we are concerned to respect and protect the privacy of information entrusted to us. This document summarises our approach. It sets out what information we hold, why we hold it, what it may be used for, and how we keep it as up-to-date as possible. It applies primarily to our website, our email lists, and our (minimal) written lists and records.

Further details are available on <http://www.smi-oxford.org.uk/> and the committee members are at: <http://www.smi-oxford.org.uk/about/committee/index.php>. If you have any questions, or concerns, or want to check what data we hold, or want your data to be removed please email us at: StMargaretsInstitute@gmail.com.

Who we are?

The organisation is the St Margaret's Institute Community Centre. This is a charity, under the aegis of the St Margaret's Parochial Church Council. A sub-committee of the Parochial Church Council runs the community centre, and this committee takes responsibility as the data controller. Usually the secretary is specifically nominated as the data controller. To contact the data controller please email StMargaretsInstitute@gmail.com.

What information do we collect?

We collect data for two main purposes

1. To inform interested people about events and news
2. To maintain contact with actual or potential users of the community centre

The data that is collected is:

		1 interested people	2 users	Suppliers
First and last name	To identify and use on contact	Yes	Yes	Yes
Email address	Primary means of contact	Yes	Yes	Yes
Email list(s)	Name of lists used for specific purposes	Yes	No	No
Contact address	If given; usually only for business	If given	If given	If given
Contact telephone	If given	If given	Yes	Yes
Relationship	To identify relationship to the Institute	No	Yes	Yes

Some further explanation of terms is given here:

- email lists. We hold several email lists to identify the particular interests people have so that emails can be sent to appropriate people. At present (22 September 2018) the lists include:
 - 'Tea and talks' - people interested in the regular Wednesday afternoon
 - 'General interest' - people who have given their email for general contact about the centre and community news and events

- Relationship. This identifies particular people such as:
 - main contact for a group or organisation using the centre
 - supplier of a service, such as cleaning or plumbing
 - individuals who have hired the hall

The data are collected by several means, depending upon the situation:

- from application forms submitted by people who use or wish to use the centre
 - by telephone, or paper, or directly, or the website
- from invoices and other professional sources for people providing a service or interested in doing so
- from the sign-up page of our website
- from tea and talks sessions
- from personal requests of the Secretary

We do not collect or acquire data from other sources.

We do not process other personal or financial sensitive data, beyond that needed to maintain accurate and complete accounts.

How do we use personal information?

We use the information to:

- notify the Tea and Talks group about the tea and talks sessions and other directly relevant talks at the Institute
- notify the General Interest list about other events and news in the community
- inform the General Interest list about relevant opportunities to be involved, such as becoming a member of the management committee
- notify users of other matters directly related to the centre such as
 - refurbishment and closure, or
 - changes in our processes (e.g. booking the centre)
 - changes in charges
 - changes in personnel (e.g. committee, manager)
 - availability of a regular time
 - new equipment or resources
- offer people on the General Interest list opportunities to be involved, such as a need for volunteers at a support group

Information about service providers will be used only in relation to their services, such as asking for help, paying them etc.

We do **not** sell the data.

No outside organisation can use or access the data. If an organisation requests it, we may circulate information provided it is entirely consistent with the purpose of the community centre.

What legal basis do we have for processing your personal data?

The bulk of the data, relating to users, is processed through consent, now obtained at the time of first contact. Occasionally we will need to contact people under legitimate interest. All existing people may use the website to obtain this information. Anyone who wishes their data to be removed can contact the secretary and it will be deleted.

Data relating to service providers are held as part of the contract, and consent is also sought.

When do we share personal data?

No data are shared or disclosed to other parties.

Where do we store and process personal data?

- The email lists are stored securely by MailChimp – an online emailing service.
- The lists of users are held by our Bookings coordinator on a personal computer at home. They are protected by a password for the computer.
- The list of suppliers is kept by our Maintenance Supervisor on a personal computer, by our committee member in charge of the building, and by our Treasurer for payment purposes.

Data are not transferred elsewhere, and specifically they are not transferred outside the UK.

How do we secure personal data?

The mailing lists are kept secure by Mailchimp. Our account is accessed by a username and password.

The other data are held on a computer which has a password to be opened.

The passwords are only known to the data processor, and only that person can access the data.

How long do we keep your personal data for?

The data are held until:

- the user requests removal
- the user is known to have died
- the user is known to have moved away or otherwise ceased any involvement

Data that is no longer kept is deleted from the electronic database.

Your rights in relation to personal data.

All people on the database have the right to:

- discover if they are on the database
- review, edit and correct the data
- have the data removed
- limit the uses made (through opting into or out of lists)
- lodge a complaint with the Information Commissioner's Office.

Use of automated decision-making and profiling.

We do not use any automated processes for decision-making or profiling people.

Use of cookies and other technologies.

We do not use cookies or other 'hidden' technologies.

Linking to other websites / third party content.

The links on the website to organisations that have long-term contracts and are regular users are for information only and are publicised with their consent. We are not recommending or endorsing the organisations.

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