

DAVID'S TABLE TRUST

The Dovetail Project

PRIVACY POLICY



This policy applies to all STAFF, VOLUNTEERS & SERVICE USERS

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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 (the GDPR).

2. Who are ‘we’?

David’s Table Trust’s Secretary is the ‘data controller’ (contact details below). This means they, in consultation with the Board of Trustees, decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

David’s Table Trust 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.

4. Use of your personal data

We use your personal data for the following purposes: –

- To enable us to provide appropriate activities for the benefit of our service users as specified in David’s Table Trust’s charitable objectives
- To fundraise and promote the interests of David’s Table Trust
- To manage our employees and volunteers
- To pay our employees and contractors
- To maintain our own accounts and records
- To administer membership and supporter records

- To operate David's Table Trust's web site and social media accounts
- To inform individuals of news, events, activities or services run by David's Table Trust
- To process donations and gift aid applications made to the charity
- To contact individuals via surveys to conduct research about their opinions of current services

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

The processing of personal data is governed by the General Data Protection Regulation 2016/679. The following reasons are why David's Table Trust may process your data:

- Processing is by explicit consent of the data subject (so we can tell you about events, news and services). On-line or paper consent will be sought as required
- Processing is necessary for carrying out obligations under employment, social security or social protection law
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Processing with regard to religious belief is carried out by David's Table Trust in relation to employees (and prospective employees) where it is a 'general occupational requirement' of the specific post
- Processing relates to personal data manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for reasons of preventative or occupational medicine, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with staff of David's Table Trust who manage the function you are engaged with, i.e. managers and project coordinators (for users of David's Table Trust services and activities), administrative staff (for communications about news and events), and the Treasurer or Payroll Administrator (for donors and/or employees).

We will only share your data with third parties outside of David's Table Trust with your consent.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. This may be in line with statutory requirements (e.g. for tax purposes), in case of any legal claims/complaints or for safeguarding purposes.

8. 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:

- to be informed about the collection and use of your personal data
- to request a copy of your personal data which the data controller holds about you
- to request that any personal data is corrected if it is found to be inaccurate or out of date

- to request your personal data is erased where it is no longer necessary for the data to be retained
- to withdraw your consent to the processing at any time (i.e. where explicit consent has been relied upon as a processing condition)
- to request that you be provided with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability)
- 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
- to object to the processing of personal data (where applicable)
- to lodge a complaint with the Information Commissioners Office (www.ico.org.uk)

DATA CONTROLLER

Christine Jenkins, Elizabeth Lodge, Cedar Grove, Trowbridge, BA14 0HS
 Email: info@davidstable.co.uk

9. Exceptions

With regard to Safeguarding, please see our Safeguarding policy for further information.

Ratified on16/01/19.....

Signed:Trustees.....

To be reviewed:01/20..... or as legislation changes.

CHANGE RECORD

Date of Change:	Changed By:	Comments:
14/11/18	EO	Policy to be approved by the Trustees (tbc)
16/01/19		Approved by Trustees