

## Shepherds Dene Retreat House (The Stirling Newall Trust)

### GDPR Privacy Notice (May 2018)

#### What is personal data?

Personal data covers any information that enables us to identify you as an individual. This information could include, name, address, telephone number, email address, credit card details or bank details (submitted when making a donation, for example).

#### The personal data we collect will be used for the following purposes:

- Recording business transactions and contracts
- Ensuring operational continuity
- Protecting our legal interests

#### Our legal basis for processing the personal data is that it:

- Has enduring business value (for example, they provide a record of a business transaction, protect our legal interests or ensure operational continuity)
- Must be kept in order to satisfy legal, accounting or other regulatory requirements

#### Any legitimate interests pursued by us, or third parties we use, are as follows:

Under the General Data Protection Regulation (GDPR), enforceable from May 25th, there are six lawful grounds for processing personal data:

- Consent of the data subject
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- It is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

**The special categories of personal data concerned are:**

- Dietary, medical and other sensitive data relating to health and safety of visitors, guests, employees and volunteers
- Photographs for use in marketing and publicity

**Consent**

By consenting to this privacy notice, you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Shepherds Dene to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw your consent at any time by contacting us at Shepherds Dene.

**Disclosure**

Shepherds Dene Retreat House (Stirling Newall Trust) will not pass on your personal data to third parties without first obtaining your consent, although certain third parties may receive your personal data for the following purposes:

- Cooperative Bank (payment transactions)
- Xero (online accounting provider)
- Robson Laidler Accountants Ltd (accountants and auditors)
- Church of England Dioceses of Newcastle and Durham (annual reports; health and safety)
- Design and print suppliers (photos for marketing and publicity)

**Safeguards in place to protect your data:**

Shared network: all our computers are password protected and only accessible by Shepherds Dene employees or technical support, in the presence of Shepherds Dene staff.

Paper records are kept in the administration office, which is locked at all times, unless a member of staff is present.

**Complaints**

You have the right to complain to the Information Commissioners Office at any time if you feel your data has not been processed correctly or your rights and freedoms have been breached. The contact details for the Information Commissioners Office are:

Information Commissioner's Office

45 Melville Street

Edinburgh

EH3 7HL

Phone: 0303 123 1113

Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

Website: <https://ico.org.uk/concerns/>

### **Changes to our policy**

This policy replaces all previous versions and is correct as of May 25<sup>th</sup> 2018. We reserve the right to change the policy at any time.

### **Accessing your information**

To obtain a copy of the information we hold about you, please write to:

Shepherds Dene Retreat House,

Riding Mill,

Northumberland,

NE44 6AF

### **Contacting us**

If you have any queries, please contact us at [info@shepherdsdene.co.uk](mailto:info@shepherdsdene.co.uk)