



## **Data Privacy Notice Contemplative Fire**

### **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?**

Contemplative Fire is the registered data controller with the Information Commissioner's Office (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Contemplative Fire 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.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the Contemplative Fire Community;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of standing orders and gift aid applications);
- To inform you of news, events, activities and resources provided by Contemplative Fire;
- To operate the Contemplative Fire website and deliver the services that individuals have requested, including membership of and access to the on line community and receiving alerts by email to posts on the site.
- To contact you via surveys to conduct research about your opinions of Contemplative Fire's events, resources, website, activities and potential new initiatives.
- In anonymised form for analytics of our website to collect standard internet log information and details of visitor behaviour patterns.

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and resources and process your standing orders and donations, including gift aid .
- Processing is necessary for compliance with a legal obligation to which the data controller, Contemplative Fire, is subject – to process your standing orders and donations, including gift aid; to carry out any obligations under employment, social security or social protection law.
- Processing is carried out by a not-for-profit body with a religious aim provided: -
  - the processing relates only to members or former members of Contemplative Fire (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of Contemplative Fire for purposes connected with your attendance at / participation in Contemplative Fire events and activities. We will only share your personal data with other organisations, in particular retreat and events venue providers, where this is required by them to ensure they have necessary

information to comply with health and safety regulations and to provide appropriate level of services. We will only share your personal data with external accountancy services for the purpose of providing accurate records to inform financial records and the drawing up of annual accounts. We will only share your anonymised personal data with other organisations, particularly the statistics office of the Anglican Church, in connection with Contemplative Fire's status as an Acknowledged Community of the Church. We will not share your personal data without your consent as notified by your completed consent form.

#### **6. How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes. Specifically, we retain contact details data while it is still current. We retain standing order forms, gift aid declarations and associated paperwork for finance purposes for 6 years from the date you notify us that you are ceasing involvement with Contemplative Fire or 6 years from the calendar year to which they relate – whichever is longer. Open-ended gift aid declarations are kept as long as they are valid, plus 6 years.

#### **7. 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: -

- The right to request a copy of your personal data which Contemplative Fire holds about you;
- The right to request that Contemplative Fire corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Contemplative Fire to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, 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;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Community Administrator at [info@contemplativefire.org](mailto:info@contemplativefire.org) or Contemplative Fire, The Circle, 33 Rockingham Lane, Sheffield S1 4FW.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.