

KNOCK CHRISTIAN CENTRE (DUN FELL CHRISTIAN TRUST)

GDPR POLICY AND DATA HANDLING

From 25/5/18 GDPR requirements mean that the Dun Fell Christian Trust (DFCT), the trust which operates Knock Christian Centre (KCC) will operate in the following ways in respect of collecting, storing, processing and destroying personal data. The overall principles governing our response to GDPR will be:

1. To gain positive consent from all data subjects for us to hold and use their data.
2. To publish a privacy notice on all correspondence that asks for personal data, establishing why we would like to hold their data.
3. To explain how a data subject may access their data held with KCC, and how they could amend or remove their data from our records.

A data subject is anyone who, by supplying their personal data, could be identified as an individual.

Positive Consent

DFCT must gain consent to collect data and must only use it for the purposes consented to by the data subject. This will be done on booking forms and other administration by means of a privacy and consent notice. (see below)

Privacy and Consent

The following statement must appear on booking forms and on the website, and wherever personal data are being collected / requested:

Dun Fell Christian Trust (DFCT) would like to hold your data in order to communicate with you, to manage the work of the charity, ensure your safety, provide for your needs in respect of the use of Knock Christian Centre. Your data will never be sold to any third party for financial gain. Once the lawful purpose of holding your data is complete, DFCT will destroy your records. You may withdraw your consent for DFCT to hold and process these data in these ways at any time by writing to the DFCT Secretary.

Accessing DFCT data

Any data subject may ask for a copy of the data we hold on them, and it will be provided.

They can ask for data to be corrected or amended.

They can ask DFCT to stop processing their data, or to delete it completely. DFCT will, if asked, supply a notification that such an instruction has been complied with.

PW 12/5/18 amended MC 15/5/18

Dun Fell Christian Trust. Registered Charity No. 510095