DATA PRIVACY NOTICE for VOLUNTEER AND STAFF DATA

Cambridge Churches Homeless Project CIO
Charity Commission number 1174768

1. Your personal data – what is it?
The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). 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.

2. Who are we?
The trustees of the Cambridge Churches Homeless Project (CCHP) are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?
The CCHP 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 enable us to provide a voluntary service to relieve the needs of people in the Cambridge area who are rough sleeping, homeless or vulnerably housed by providing emergency, temporary and longer term accommodation and support. This includes helping those who have previously been assisted by the project.
- To manage our employees and volunteers and administer their records;
- To inform volunteers and staff of rotas, news, events and activities and matters connected with the CCHP;
- To contact referees to ensure the suitability of prospective volunteers
- To fundraise and promote the interests of the CCHP;
- To maintain accounts and records (including the processing of gift aid applications);
- To share contact details with church/ synagogue co-ordinators, team leaders and any others requiring those details to enable the effective working of the project.

4. What is the legal basis for processing your personal data?
We will ask for your explicit consent when you first complete a volunteer agreement so that we can keep you informed about the project, rotas, CCHP news, events and related activities. Volunteers who were involved in the CCHP before September 2018 will be asked for explicit consent when they update their details in the autumn of 2018.

Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security, social protection law and other regulatory functions. There is no disclosure to a third party other than participating church/ synagogue co-ordinators and other representatives, without consent.

5. Sharing your personal data
Your personal data will be treated as strictly confidential and will only be shared with other CCHP volunteers and staff and participating churches/ synagogues for purposes connected with project.
We will not sell your data to third parties for marketing purposes.
6. **Failure to provide information**
If you do not provide certain information when requested, we may be unable to accept you as a volunteer or member of staff. Some information is necessary so that we can contact you and, in some circumstances, comply with our legal obligations (such as to ensure the health and safety of our volunteers, workers or guests). In such instances we will inform you about the implications of the decision and whether we are able to continue with the arrangement.

7. **How long do we keep your personal data?**
We will only use and store personal information for as long as it is required for the purposes it was collected for. We may retain volunteer data for up to 2 years after you notify us that you no longer wish to be involved in the project. This helps us to resolve any queries or issues relating to the operation of the project. However, if you ask us to remove you from mailing lists, we will do so as soon as practically possible. We will retain gift aid declarations and associated paperwork and other financial records for up to 6 years after the calendar year to which they relate. We will also retain data for the period required by any other regulatory purposes. Staff data may be retained for up to 6 years.

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:

- The right to request a copy of your personal data which the CCHP holds about you;
- The right to request that the CCHP 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 the CCHP to retain such data (see above);
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office.

9. **Further processing**
If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, 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.

10. **Contact Details**
To exercise all relevant rights, queries or complaints please in the first instance contact the Cambridge Churches Homeless Project, c/o St Paul's Church, Hills Road, Cambridge CB2 1JP or info@cchp.org.uk

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.

A separate privacy statement is available for guests and potential guests who may be accommodated nightly by the CCHP.