**DATA PRIVACY NOTICE -The No.1 Be-friending Agency**

**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 2016/679 (the “GDPR”).

**Who are we?**

The Befriending Association is the data controller. This means we decide how your personal data is processed and for what purposes.

**What type of information is collected from you?**

We obtain information about you when you use our website to complete a volunteer application form or submit a referral, make a donation to us through our donate button or sign up to receive our newsletter. If you make a donation online your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

**How do we process your personal data?**

The Befriending Association complies with its obligations under the GDPR by:

* keeping personal data up to date;
* storing and destroying it securely;
* not collecting or retaining excessive amounts of data;
* protecting personal data from loss, misuse, unauthorised access and disclosure; and
* ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

* + To process a donation that you have made;
	+ To process applications made to volunteer;
	+ To process client referrals;
	+ To keep you informed about news, events, activities and services

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

We may process personal data (Article 6 GDPR) and sensitive personal data (Article 9 GDPR).

Article 6 processing

* Consent of the data subject - please see the “Consent Form” at the end of this notice.

As we are processing special category personal data (sensitive personal data related to health and equalities), as well as satisfying one of the processing conditions set out in Article 6 (above), we also need to satisfy one of the processing conditions set out in Article 9 (below).

Article 9 Processing

* Explicit consent of the data subject. By signing the consent form at the end of this notice, you give explicit consent for us to process your sensitive data for the purposes listed above.

**Sharing your personal data**

Your personal data will be treated as strictly confidential. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

When you are using our secure online donation pages, your donation is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

**How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary – normally for the duration of or provision of services to you and for a period of 6 months after the cessation of services for any reason - and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data: for safeguarding purposes and in the case of any complaints.

You can unsubscribe from our newsletter any time, in which case your personal information will be deleted unless you have given us consent to use your data for purposes other than keeping you informed about news, events, activities and services.

**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 the personal data which The Befriending Association holds about you;
* The right to request that The Befriending Association 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 Befriending Association 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)
* 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.

**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.

**Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance, contact us at:

Operations Manager

The No.1 Be-friending Agency

1 Cadogan St, Glasgow G2 7HF

Tel: 0141 465 6998

info@befriend.org.uk