



# Privacy Notice

Information about individuals held by Sedbury Space falls within the scope of the General Data Protection Regulation (2018). As such, Sedbury Space will ensure that personal data will be:

- Obtained and processed fairly, lawfully and transparently.
- Held only for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and up-to-date.
- Not kept longer than necessary.
- Processed in a manner that ensures appropriate security

Sedbury Space has a Legitimate Interest for holding information about the users and volunteers of the centre. Data will be used to inform people of news of events and items of interest pertaining to Sedbury Space and the wider community and to invite people to partake in activities, including fundraising, of Sedbury Space.

Where special category data is involved e.g. ethnic origin, disability, health, the lawful basis for collecting, storing and processing such data is 'consent'. Such sensitive information will be collected for purposes of monitoring the Equal Opportunities Policy and for reporting to funders.

Sedbury Space will not collect, store or process data about criminal convictions, although a DBS check may be required for certain volunteer roles.

Data may be accessed by Trustees and Management Committee but will not be handed on to a third party.

Information will be held for the duration of a person's active involvement with Sedbury Space and no longer than 3 years beyond that, except where applicable for safeguarding records.

Individuals about whom information is held by Sedbury Space, have the right to be informed of what information is held about them, to have access to such information, to rectify, transfer or erase such information and to restrict or object to the processing of that information.

Access to an individual's personal record of information is free of charge but Sedbury Space reserves the right to levy a charge for excessive or repetitive demands to cover administration costs.