

DATA PRIVACY NOTICE

The Beatrice Hankey Foundation Limited & The Knighthood (Blue Pilgrims)

Introduction

This document is the Data Privacy Notice for the Beatrice Hankey Foundation Limited and the Knighthood (also called the Blue Pilgrims). It is for the purposes of compliance with the General Data Protection Regulations (GDPR).

Where 'the Knighthood' is mentioned, it covers both the Knighthood (Blue Pilgrims) and the Beatrice Hankey Foundation (which is a deeply connected organisation).

It applies to anyone involved with these organisations where we process your personal data. It tells you how we process your personal data.

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 – the data controller?

The Council of the Knighthood is the data controller. This means it decides how your personal data is processed and for what purposes. The person responsible within the Council for data privacy is Dr Grant D. Vallance (contact details below). If you have any queries please or want to exercise one of your rights under the GDPR, then in the first instance get in touch with him, or if you prefer, your Company Leader.

3. How do we process your personal data?

The Council of the Knighthood 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 promote the interests of the Knighthood;
- To manage our employees and volunteers (when we have them);
- To maintain our own accounts and records;
- To inform you of news, events, activities etc. the Knighthood runs.

4. What are the legal bases for processing your personal data?

- **Explicit consent.** We use your explicit consent for processing your personal data so that we can keep you informed of news, events, activities etc., or to communicate with you as you wish. For example, sending out invites to Camelot's, sending Get Well or Thinking of You or Birthday cards, or asking you if you don't mind having updates by email rather than by post.
- **Fulfilling our legal obligations.** We use this basis for processing your personal information where we have a legal obligation to do so. For example, where processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Knighthood in order to carry out our activities or for purposes connected with the organisation. We will only share your data with third parties outside of the Knighthood with your consent or where we have a legal obligation to share.

6. How long do we keep your personal data?

We will keep your personal data for as long as you are a member of the Knighthood. If you leave or fall out of contact we will keep the information for up to FIVE years, WITH THE EXCEPTION of:

- Your name;
- Your Knighthood name (if applicable);
- Records of the Camelots you have attended;
- Records of the Companies you have been part of
- Accounts of your activities in the Knighthood.

These we will keep permanently as a record of our history.

If you withdraw consent for us to keep your personal data we will destroy it as soon as possible but no longer than 3 MONTHS, except for what is noted above.

If you exercise your Right to be Forgotten under the GDPR then we will also expunge the exceptions noted above insofar as this is possible.

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 the Knighthood;
- The right to request that the Knighthood 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 Knighthood 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: Dr Grant D. Vallance, at privacy@thebluepilgrims.org,

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.