

PRIVACY NOTICE - ST CLEMENT'S COMMUNITY PROPERTY TRUST

St Clement's Community Property Trust is a data controller and committed to protecting your personal data and working in accordance with all relevant data protection legislation. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

What is personal data?

Personal data is information that relates to a living individual who can be identified from that data or when linked to any other data which we hold or are likely to hold. Personal data includes written records and photographs.

How do we use your data?

We use your personal data to:

- Oversee hiring of our premises
- Fulfil duty of care to our tenants
- Manage our employees
- Ensure our buildings are well maintained (keeping contractors' details)
- Maintain our own accounts and records
- Comply with any legal requirements

How will we share your data?

We do not share your information with anyone else without your consent unless the law and our policies allow us or require us to.

How do we process and protect your data?

We process and protect personal data by

- Keeping it up to date
- Storing and destroying it securely
- Not collecting or retaining excessive amounts of data
- Protecting it from loss, misuse, unauthorised access and disclosure by making sure that we have appropriate organisational and technical measures in place

How long do we keep your personal data?

We will only retain your data for as long as we need it to fulfil our purposes, including any relating to legal, accounting or reporting requirements.

What rights do I have regarding my personal data held by St Clement's Community Property Trust?

- You have the right to request a copy of the personal data which we hold about you
- You have the right to ask us to correct any personal data that is inaccurate or out of date
- You have the right to ask us to delete your personal data where it is no longer necessary for us to retain it
- You have the right to restrict our use of your personal data unless the law requires otherwise
- You have the right to lodge a complaint with the Information Commissioner's 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 tell you what we plan to do and explain why we are doing it. If we need your consent, we will ask for this before we start using it for the new purpose.

Our Contact Details:

If you have any queries or complaints about the personal data we hold and how we use it, or if you want to see a copy of the information we hold about you please contact:

April Hall, General Manager

Tel: 01865 595611

Email: general.manager@stclementspt.org.uk