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## DATA PRIVACY NOTICE

### Swansea & Brecon Diocesan Board for Social Responsibility (known as Faith in Families)

*This notice tells you how, as a data controller, we collect and store your data, why we need it and what we do with it.*

#### 1. What is personal data?

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?

Swansea & Brecon Diocesan Board for Social Responsibility (known as Faith in Families). A registered charity (1095035) and Company Limited by Guarantee (4440970), that provides child and family support in areas of disadvantage in Swansea and Brecon.

#### 3. How do we process your personal data?

Faith in Families 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 services for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer fundraising materials and supplies
- To fundraise and promote the interests of the charity;
- To manage our employees, students and volunteers; (for those applying for a position, please refer to the "job applicant" privacy notice in the jobs section of our website.
- To maintain our own accounts and records (including the processing of gift aid)
- To comply with external auditor requirements and funder returns
- To inform you of news, events, activities and services running in our projects
- We may state at events that general photographs are taken or we may ask for your permission to take or use a specific photograph of you in order to promote our work or initiatives.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, fundraising and services.
- 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.
- Processing financial donations - we will only process your personal information in order to administer your donation. We will not contact you unless you have asked us to.
- In undertaking and fulfilling the performance of a contract
- Legitimate interest for our service users needs.

*Under the Data Protection Act 1998 and the General Data Protection Regulation 2018, we are a data controller because we collect and process personal information. We are allowed to do this as long as we have a valid, lawful reason for doing so.*

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with relevant members of Faith in Families in order to carry out a service. We will never sell or share your personal data with marketing companies and will process it lawfully and will be fair and transparent in how we do this. Within legitimate interests, data may be shared between projects if further support can be granted and/or appropriate signposting.

In the case of social media, any posts or comments you send to us may be shared or retweeted publically (e.g. via Facebook/Twitter). Faith in Families is not responsible for the Terms & Conditions of Use and the Privacy Policies of these platforms, and we advise that you read the Privacy Policies of social media platforms before using them.

#### **6. How long do we keep your personal data?**

We keep data in accordance with the regulations and funder constraints we must adhere to:

- Gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate;
- Donations and associated paperwork for up to 6 years after the calendar year to which they relate;
- Room booking data for up to 6 years after the calendar year to which they relate;
- Employment records - banking and HR related function data retained for 6 years in line with financial regulations, however, under tightened regulation in respect of safeguarding - our insurance dictates 50 year retention for: application process data, DBS data and whether two satisfactory references were received for staff, as well as any safeguarding concerns or disciplinary action.
- Appropriate Children and families data, until the child reaches the age of 21 years.
- Service evaluation report data and registers retained for 18 months for funder purposes.
- Photographs (with consent) retained for a period of 3 years.

#### **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 Faith in Families holds about you - there is no charge for this, and when requested we will provide you with a copy of your personal data as soon as possible, but always within 28 days;

- The right to request that Faith in Families 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 Faith in Families to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to data portability - in some circumstances you may have a right to ask us to provide you with an electronic copy of your personal information either for your own use or so that you can share it with a service provider. Where this right applies, you can ask us to transmit your personal data to your service provider.
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 or complaints please in the first instance contact the Company Secretary, Faith in Families, Penplas Family Centre, 6-9 Llangwm, Penlan, Swansea SA5 7JU. Tel: 01792 588487 or email: [admin@faithinfamilies.wales](mailto:admin@faithinfamilies.wales)

You can contact the Information Commissioners Office - Wales on 02920 678400 or via email [wales@ico.org.uk](mailto:wales@ico.org.uk) or at the Information Commissioner's Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.