

Privacy Notice

All information provided will be processed in compliance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Siri Guru Singh Sabha Gurdwara (Reading) will not disclose any information you provide unless required to do so in accordance with 'access to information regimes' (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).

1. Who we are

This policy explains how Siri Guru Singh Sabha Gurdwara (Reading) uses the personal information we collect from you when you either visit Siri Guru Singh Sabha Gurdwara (Reading) website, make contact via email/phone or apply for the supplementary school connected to Siri Guru Singh Sabha Gurdwara (Reading). By visiting Siri Guru Singh Sabha Gurdwara (Reading) websites you are consenting to our use of your information in this way. We may make changes to this policy so please check from time to time for any updates.

Siri Guru Singh Sabha Gurdwara (Reading) is the data controller for the personal data processed.

This data protection policy is intended to help meet that legal requirement. It should be noted, from the outset, that data protection should always take second place to safeguarding and child protection. If there is a potential conflict between the 2 competing requirements, the welfare of the child is paramount.

Whilst Siri Guru Singh Sabha Gurdwara (Reading) is the Data Controller for the Siri Guru Singh Sabha Gurdwara (Reading), Siri Guru Singh Sabha Gurdwara (Reading) has appointed Haran Gill who will endeavour to ensure that all personal data is processed in compliance with this policy and the Act. In the event of queries, Haran Gill may be contacted at Siri Guru Singh Sabha Gurdwara (Reading) via email: trustee30a@gmail.com or telephone 0118 966 5500.

2. 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").

3. The Information that we hold

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. payroll details for members of staff;
- where appropriate, info about individuals' health, and contact details for next of kin;
- references supplied by previous employers of staff;
- images captured by the CCTV system

4. You may provide your information by:

- filling in forms on our websites
- subscribing to our publications, newsletters and updates about our activities and events
- registering for or enquiring about our activities, events and services
- contacting us through our websites
- reporting problems with our websites.

5. The nature of your personal data we will be using

The categories of your personal data that we will be using for are:

- Your contact details, name, address history,
- Personal sensitive information, e.g. diversity declarations
- Your employment/volunteering history, appraisal notes

6. Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this work, the relevant condition that we are meeting is:

1. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
2. 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;

7. How long we will keep your personal data

Please note that, under data protection legislation and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely. The electronic storage system currently used means that data is never deleted but archived after 6 years and only securely deleted when requested by relevant individual.

8. Reasons we can collect and use your personal information

- To support learning
- To monitor progress
- To comply with the law
- To safeguard students, staff and volunteers

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another legitimate interest or reason and that reason is compatible with the original purpose.

9. Legitimate Interests

As mentioned above, we can, sometimes, use your personal information where this is necessary for our legitimate interests (or those of a third party). This includes where use of your personal information is necessary to:

- ensure effective administration and management of your employment or engagement, benefits, management of the supplementary school, and business continuity;
- ensure our assets are protected, kept confidential, and not used for inappropriate or unlawful purposes;
- ensure child safety, maintain safeguarding procedures, link up to other support services.
- ensure we can contact you or your family in the case of an emergency; family follow up
- check you are legally entitled to work, manage performance, discipline, and promotion processes;
- manage training and development requirements;
- deal with disputes and accidents and take legal or other professional advice;
- comply with another country's laws and regulations;
- prevent fraud, or any dangerous crimes and financial crime; and any other crimes that will bring the organisation to disrepute.
- ensure network and information security.

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

10. Who we share your personal information with

- Commissioned providers of local authority services (such as education services)
- Support organisations providing capacity development support, prevent related organisations and staff
- Local police services ensuring safety for children and the local community
- Charity Commission, local LADO team, safeguarding practitioners.
- Local multi-agency forums which provide advice, support and guidance (such as Local Inclusion Forum Team (LIFT))

We will share personal information with law enforcement or other authorities if required by applicable law.

11. Your data protection rights

You have the right:

- To ask us for access to information about you that we hold;
- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; and
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you need to contact us regarding any of the above, please do so via the email at: trustee30a@gmail.com

12. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

13. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact: trustee30a@gmail.com

14. Contact Information:

If you have any questions about how your personal information will be processed, please contact us at trustee30a@gmail.com