

Name of Policy	Data Protection and Confidentiality Policy
Author	William Tomney
Related Policies	Disciplinary Policy and Procedure Quality Policy Grievance Policy Equal Opportunities Policy Financial Control Policy Anti-Harassment and Bullying Policy Health and Safety Policy Child Protection Policy
Relevant external organisations, standards or sources of external advice	General Data Protection Regulation
Date approved by GDP Board of Trustees	22nd May 2018
Date for review	19th September 2018



Data Protection and Confidentiality Policy

1. About us

This policy sets out how we, Gasworks Dock Partnership (**GDP, We or Us**), protect and respect your privacy. If you have any questions, or wish to exercise your rights, please contact Us using the details in Section 9 of this policy.

2. Your Personal Data

We process the following personal data about you:

- **Personal data you give Us:** This is personal data that We ask for when you sign up to keep in touch, donate, fundraise, volunteer, join a campaign, attend a GDP event or apply to work with Us. The personal data you give Us may include your name, address, email address, phone number, age, gender, ethnicity, financial and credit card personal data, personal description, job application and CV.
- **Personal data We receive from other sources:** This is personal data that We receive from a third party. For example, We may receive your contact details from one of our volunteers if you are their next of kin. We may also receive your personal data from third parties such as ticket agents or vendors, who may provide Us with your personal data if you book tickets for our events through those third parties.

3. Purposes of Processing

We process your personal data for the following purposes:

- **To keep in touch with you** – for example, if you sign up to receive our newsletter or ask Us to keep you updated about our events and other activities
- **To process applications for volunteering or employment** – if you apply to volunteer or work with Us, We will process your personal data for that purpose
- **To perform a contract with you** – for example, We may collect your personal data if you attend or buy tickets to one of our events

- **To comply with our legal obligations** – for example, We are legally required to collect your name and include it on the passenger list if you join Us for a boat trip

4. Sharing your Personal Data

We may, in future, share your personal data with our suppliers for the purposes listed above. These are parties who provide Us with products and services which enable Us to run our organisation. They may include our payment providers, IT service and platform providers and legal advisers.

5. Legal Bases for Using your Personal Data

We will only process your personal data where at least one of the following applies:

- you've consented to the processing of your personal data for a specific purpose
- the processing is necessary for Us to perform our contract with you or for Us to take steps at your request before We enter into the contract
- where We need to process your personal data to comply with a legal obligation that We're subject to
- where We need to process your personal data to protect your vital interests (or somebody else's)
- where the processing is necessary for the purposes of our legitimate interests or a third party's legitimate interests

We rely on several legitimate interests for using your personal data, including:

- to improve our operations
- for our marketing activities
- to identify and pursue new ways to develop and grow our operations

6. Your Rights

You have certain rights in respect of your personal data including, in certain circumstances:

Right 1: to request access to your personal data and information about how We process your personal data

Right 2: to request that We rectify your personal data if it is inaccurate or

complete it if it is incomplete

Right 3: to request that We restrict any processing of your personal data

Right 4: to request that We move your personal data to another organisation

Right 5: to request that We erase your personal data

Right 6: to object to your personal data being processed by Us

Right 7: to withdraw your consent to Us processing your personal data.

Right 8: to make a complaint about how We process your personal data to the Information Commissioner's Office

7. Data Retention

We retain your personal data only for as long as necessary: (i) for the purposes set out in this document; (ii) to comply with our legal obligations (e.g. to comply with tax rules or in connection with legal proceedings); or (iii) to comply with our usual data retention procedures (which include an annual review of the personal data We hold to ensure that it remains accurate, up-to-date and relevant).

8. International Data Transfers

GDP stores some personal information via cloud based applications (e.g. Google Drive). Where this is the case GDP ensures that these storage providers adhere to all relevant UK and EU legislation.

9. Contact Us

We, Gasworks Dock Partnership of Cody Dock, 11c South Crescent, Cody Road, Canning Town, London, E16 4TL, are the data controller of your personal data. Our contact details are as follows:

Telephone number: 02074730429

Email address: admin@gasworksdock.org.uk

Our Data Protection Officer can be contacted either using the information above or in writing to: Data Protection Officer; Gasworks Dock Partnership;

Cody Dock; 11c South Crescent; Canning Town; London; E16 4TL

10. Glossary

Personal data: means any information relating to a living individual by which that individual can be identified. This could be either from the data itself, or from the data in conjunction with other information in the possession of the data controller. It can be digital or manual

Sensitive personal data: means any personal data about an individual's racial or ethnic origin, political opinions, philosophical or religious beliefs, trade union membership, sex life or sexual orientation or genetic, biometric or health data

Data controller: is a person who, either alone or with others, controls the purpose and means of processing personal data

Data processor: is a person who processes personal data on behalf of a data controller, but does not include an employee of a data controller who processes such data in the course of his/her employment

Processing: any activity that involves use or retention of personal data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties

Third party: someone other than the data subject, controller, processor and persons with authority of the controller or processor to process the data

EEA: means the European Economic Area and the United Kingdom, whether or not the United Kingdom is in the European Economic Area

Signed: Simon Myers – CEO, Gasworks Dock Partnership



Date: 22nd May 2018

Review Date: 19th September 2018