

## 1 Background

- 1.1 The John Trotter Trust (the "Trust") is the Registered Charity (Charity Registration No: 1141414) which owns and operates the Open Door Centre (the "Centre"). The Centre is at the heart of the outreach to the community of Christ Church Barnet (CCB). Where relevant, the Trust's policies reflect those of CCB.

## 2 The purpose of the Privacy Notice

- 2.1 This privacy notice explains what to expect when the Trust collects and uses individual's personal information. The UK data protection regime is set out in the Data Protection Act 2018 (amended January 2021) along with the UK General Data Protection Regulation, January 2021 (GDPR).
- 2.2 This Privacy Notice is provided by the Trust which is the data controller for your data.

## 3 Applicability of the Privacy Notice

- 3.1 This Privacy Notice applies to trustees and volunteers (including employees when acting in a volunteering capacity). It also applies, as appropriate, to customers, users and supporters of the Centre.

## 4 Personal data

- 4.1 "Personal data" is any information about a living individual which allows them (the data subject) to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. Anyone involved in, and/or support, the activities of the Centre then that probably includes them. GDPR gives individuals more control than previous legislation over the personal information that the Trust holds about individuals. GDPR recognises some information as 'sensitive personal data'. This includes information which reveals individual's religious beliefs, health issues, race or ethnic origin. The Trust will always treat any sensitive personal data with extra care, in accordance with GDPR.
- 4.2 The Trust complies with its obligations under 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 measures are in place to protect personal data.

## 5 What data do the data controllers process?

- 5.1 The Trust will process some or all of the following where necessary to perform its tasks:
- i. Names, titles, aliases and photographs;
  - ii. contact details such as telephone numbers, addresses, and email addresses;

- iii. where individuals make donations to the Charity; when they fundraise for the Centre either directly or through Mydonate or other social platforms for giving; or when they pay for activities such as use of the rooms in the Centre, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers, and
- iv. the only data we would hold which is likely to constitute sensitive personal data is that which you may provide to us (for example you may give us information when corresponding with us by email, telephone or letter).

## **6 How personal data is used by John Trotter Trustees**

6.1 The Trust uses individual's personal data for the following purposes:

- i. to enable the Trust to provide a voluntary service for the benefit of the community in its parish and the surrounding area;
- ii. to administer customer records as appropriate including those hiring rooms in the Centre;
- iii. to fundraise and promote the interests of the Centre;
- iv. to manage its volunteers;
- v. to maintain its own accounts and records (including the processing of gift aid applications);
- vi. to inform individuals of news, events and activities running at the Centre through publications, invitations e-news and other communications;
- vii. to enable us to keep those taking part in events safe by sharing information about dietary restrictions or health concerns as appropriate;
- viii. to enable it to ensure that photographs of individuals are only used with their permission;
- ix. contacting individuals, individual's next of kin, or other relevant contact in case of an emergency;
- x. communications to individuals may be sent by post, telephone or email address, and
- xi. Individual's personal mobile phone number which is used by the accessing of the Software Communication Account (Sling) providing consent has been given. (This applies to relevant staff and volunteers only).

## **7. The basis for processing your personal data.**

7.1 The Trust needs to have a lawful basis for processing personal data. The following are the lawful bases that apply when the Trust processes your data:

- i. in some cases the Trust may ask for an individual's explicit consent so that it can keep the individual informed about news, events and activities; so that it can process your gift aid donations; so that it can ensure your safety at events; so that it can respect your wishes about how photographs are used in our publicity;
- ii. Some processing is necessary for carrying out our legal obligations under employment, social security or social protection law, or a collective agreement as appropriate;
- iii. Some processing may be carried out in the course of the Trust's legitimate activities without explicit consent, which is permissible because it is a not-for-

profit body with a religious aim. This includes, for example, contact details held by members of the Management Sub-Committee or Trustees for the purpose of keeping volunteers informed about activities of the Centre. The Trust will only do this if: the processing relates only to volunteers or former volunteers of the Centre (or those who have regular contact with the Centre in connection with those purposes), and

iv. The Trust does not disclose any of an individual's information to a third party without the individual's consent.

## **8 Sharing personal data**

8.1 Individual's personal data will be treated as strictly confidential and will only be shared with other individuals involved in running/supporting the Centre for purposes connected with the Centre. We will never share an individual's information with third parties unless either this is explained to the individual at the time the Trust collects your information and the individual gives the Trust their permission to, or the Trust is legally required to do so. For example, the Trust is legally required to provide the data of an individual to HMRC if the individual has agreed to the Trust claiming Gift Aid on their donations.

## **9 How long personal data is kept**

9.1 The Trust will keep some records permanently if it is legally required to do so. The Trust may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of seven years to support HMRC audits. In general, the Trust will endeavour to keep data only for as long it needs it. This means that the Trust may delete it when it is no longer needed.

## **10 Your rights and your personal data**

10.1 Individuals have a number of rights with respect to their personal data. These apply generally, but there are some exceptions, for example to requesting erasure when the Trust has an overriding legal obligation to keep your data.

- i. The right to request a copy of an individual's personal data which the Trust holds about you;
- ii. The right to request that the Trust corrects any personal data if it is found to be inaccurate or out of date;
- iii. The right to request by an individual that their personal data is erased where it is no longer necessary for the Trust to retain such data;
- iv. The right to withdraw an individual's consent to the processing of your data at any time;
- v. The right, where there is a dispute in relation to the accuracy or processing of an individual's personal data, to request a restriction is placed on further processing;
- vi. The right to object to the processing of personal data, and

vii. The right to lodge a complaint with the Information Commissioner’s Office.

**11 Further processing**

11.1 If the Trust wishes to use an individual’s personal data for a new purpose, not covered by this Notice, then it 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, the Trust will seek your prior consent to the new processing.

**12 Further Information**

12.1 If an individual would like to know more about this privacy policy, or if the individual would like to exercise any of their rights as described above, then they can:

- i. Talk to one of the trustees;
- ii. Write to the Trust at: Open Door Centre, 56 St Albans Road, Barnet, EN5 4LA;
- iii. Contact the Chair of Trustees, xxxxx: [xxxt@barnetopendoor.com](mailto:xxxt@barnetopendoor.com)’ and
- iv. For more details on the GDPR and for questions about how organisations may use an individual’s personal data, they 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.

**Signed**.....

**Date**.....

**J Corney Vice Chairman of the John Trotter Trust**

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| This Privacy Notice was reviewed by the Trustees of the John Trotter Trust at their meeting on 19 February 2025 |                   |
| Date of next review of this policy  | January 2026      |
| Queries about this policy should be directed to   | Chair of Trustees |