



## **DATA PRIVACY NOTICE**

### **Cornwall Hugs Grenfell**

#### **1. 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").

#### **2. Who are we?**

Cornwall Hugs Grenfell is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

Cornwall Hugs Grenfell 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 match a pledged holiday to your needs
- to enable us to communicate with you to discuss your holiday needs and arrange a holiday
- to check a holiday is suitable for you
- to enable us to introduce you to the accommodation, transport or activity provider to arrange a holiday for you
- to enable us to contact you during your holiday if needed and afterwards for feedback or follow-up
- in rare cases, to connect you, with your explicit consent, to third parties (for example for advice or because you have requested this or have specifically expressed a willingness to communicate with the media)
- to enable us to offer you future holidays if we have suitable availability

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

- Explicit consent of the data subject so that we can carry out the tasks above
- There is no disclosure to a third party without consent.

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

Your personal data will be treated as strictly confidential and will only be shared with other partners in order to allocate holidays or guests or for purposes connected with the work of Cornwall Hugs Grenfell. We will only share your data with third parties with your consent.

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

Until December 2019 if you wish to be considered for future holidays. Your data can be erased from our system at any point at your request.

## **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 Cornwall Hugs Grenfell holds about you;
- The right to request that Cornwall Hugs Grenfell 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 Cornwall Hugs Grenfell to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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)
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 Secretary, [cornwallhugsgrenfell@gmail.com](mailto:cornwallhugsgrenfell@gmail.com)

You can contact the Information Commissioner's 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.