

# Insight Data Privacy Notice

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## 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?

The Insight Trust (Offices at 41, King Charles Road, Surbiton, KT5 8PF) is the data controller (contact details at Section 9, below). This means it decides how your personal data is processed and for what purposes.

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

The Insight Trust 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 a voluntary service for the benefit of the public in a particular geographical area as specified in our Trust Deeds;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities associated with Insight;

### 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 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 relates only to those who currently, or who wish to, receive (or who formerly received) Insight emails and 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 members of Insight in pursuance of Insight purposes. We will not share your data with any third parties except in pursuance of Insight purposes and only with your explicit consent.

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

Insight will continue to hold your personal data until such time as you request its deletion or removal subject to 7, below. Such a request may be made through the Insight [website](#).

### 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 Insight holds about you;

- The right to request that Insight 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 Insight 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.
- 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)].
- 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 of complaints please in the first instance contact the relevant Insight Trustee via the Insight Office at [office@insightinkingston.com](mailto:office@insightinkingston.com). You can contact the Information Commissioners Office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or at the information Commissioner's Office, Wycliffe House, Water Lane, Wimslow, Cheshire. SK9 5AF.

End.