

The Mount Camphill Community **Privacy notice**

Under data protection law, individuals have a right to be informed about how the The Mount Camphill Community uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals in regard to our marketing and fund raising activities.

We, The Mount Camphill Community, Faircrouch Lane, Wadhurst, E.Sussex, TN5 6PT are the 'data controller' for the purposes of data protection law.

Our data protection officer is Glen Farmer (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Contact details (such as name, address, telephone numbers and email addresses)
- How you are related to the Mount Camphill Community
- Financial records of previous and current contributions
- Correspondence relating to donations to The Mount Camphill Community
- Gift Aid declarations
- Opt in preferences

Why we use this data

The purpose of processing this data is to support the The Mount Camphill Community to:

- Mail relevant information to you about events at The Mount and how you can support us
- Prepare and submit Gift Aid claims
- Prepare thank you letters/e-mails to acknowledge safe receipt of all donations unless notified otherwise

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. Most commonly, we may use personal information about you where:

- We have a legitimate interest to do so (except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data)
- We need to comply with a legal obligation
- We are required to carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

The Mount Camphill Community **Privacy notice**

Where our lawful basis for processing your data is “Legitimate Interest” you have the right to ask us to stop sending information to you and we will stop immediately.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Please note that where you are a relation to one of our students, ex-students or co-housers we may also hold your personal data within that individuals records. A separate Privacy Notice applies if you come under this category and can be requested from the Data Protection Officer.

Collecting this information

While the majority of the information we collect from you is mandatory, there may be some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our Data Protection Policy.

We maintain a file to store personal information about all Friends of The Mount and other donors. The information contained in this file is kept secure and is only used for purposes of communicating to you about the items mentioned previously in this document.

When your relationship with the The Mount Camphill Community has ended, we will retain and dispose of your personal information in accordance with our Data Retention policy.

You can request a copy of this policy from the Data Protection Officer.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Fund raising agencies to support us with major fund raising projects
- Police forces or courts to comply with legal obligations
- HMRC to process Gift Aid claims
- Company auditors

The data shared with authorized parties will be limited to what is needed to deliver the relevant service.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

The Mount Camphill Community **Privacy notice**

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that The Mount Camphill Community holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

The Mount Camphill Community Privacy notice

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Glen Farmer
- Email: glen.farmer@mountcamphill.org
- Tel: 01892 782025
- Address: The Mount Camphill Community, Faircrouch Lane, Wadhurst, E.Sussex, TN5 6PT