

# **DATA PRIVACY NOTICE (RECIPIENTS OF NEWSLETTER)**

## **Centrepont Outreach**

### **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?**

Centrepont Outreach 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?**

Centrepont Outreach 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 maintain our own records;
- To inform you of news, events and activities involving Centrepont Outreach

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

- Processing is done with your consent

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

Your personal data will be treated as strictly confidential and will not be shared outside Centrepont Outreach.

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

We keep data for the periods set out in our Data Protection Policy, a copy of which is available upon request.

Specifically, we retain details relating to recipients of our newsletter until such time as we are notified by you that your details have changed or until you notify us that you no longer wish to receive our newsletter.

### **7. Your rights and your personal data**

Here is a list of the rights that all individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, we will explain at that time if they are engaged or not: -

- The right to request a copy of your personal data which Centrepont Outreach holds about you;
- The right to request that Centrepont Outreach corrects any personal data if it is found to be inaccurate or out of date;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 Centrepont Outreach to retain such data;

- The right to withdraw your consent to the processing at any time;
- The right to request that Centrepont Outreach provides you with your personal data and where possible, transmits that data directly to another data controller (known as the right to data portability);
- 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;
- 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 or complaints please in the first instance contact the Chief Executive at Belmont House, 15, Red Lion Street, Boston PE21 6PZ.

You 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.