

BREAKOUT MINISTRIES PRIVACY POLICY

1.1 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").

2.1 WHO ARE WE?

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

3.1 HOW DO WE PROCESS YOUR PERSONAL DATA

Breakout Ministries complies with its obligations under the "GDPR" by not keeping excessive amounts of personal data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures and training are in place to protect your 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
- ☑ ☑ 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, activities and services running at Breakout Ministries;

4.1 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;

There is no disclosure to a third party without consent.

5.1 SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of Breakout with your consent.

6.1 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We retain data while it is still current, i.e you're an active volunteer of Breakout. Gift aid declarations and associated paperwork are kept for up to 6 years after the calendar year to which they relate unless you hold an active ongoing gift aid declaration or where information relates to safeguarding procedures.

If you are supporter of the charity you will be given the opportunity each September to let us know if you wish for your data to be removed.

7.1 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 Breakout Ministries holds about you;
- ☒ The right to request that Breakout Ministries 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 Breakout Ministries to retain such data;
- ☒ The right to withdraw your consent to the processing or parts of 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);
- ☒ 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.

You will be given the option to make any changes to the information we hold on you each year in September, if you do not make any amendments to the information or ask us to stop processing your information, we will continue to process your information as per the previous year.

8.1 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.

9.1 CONTACT DETAILS

To exercise all relevant rights, queries or complaints please in the first instance contact the Charity Director, James Greene at james.m.greene@outlook.com. You can contact the Information Commissioner's Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Last updated by:
James Greene (Founding Director)
12/01/2024

Signed by: (Chair of Trustees)