



Data Privacy Policy

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 Jonas Centre 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?

The Jonas Centre **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 accommodation and conferences for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer booking and donation 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, activities and special offers at The Jonas Centre;

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 process gift aid donations and keep you informed about special offers.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body provided: -
 - the processing relates only to guests/staff or former guests/staff (or those who have regular contact with it); 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. We will only share your data with third parties with your consent.

**The Jonas Centre is owned and operated by The Jonas Trust.
Registered Charity Number 1049167.**

**The Jonas Centre, Redmire, Leyburn. North Yorkshire. DL8 4EW
01969 624900 or stay@jonascentre.org**



6. How long do we keep your personal data?

We keep data in accordance with the guidance given so we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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 The Jonas Centre holds about you;
- The right to request that The Jonas Centre 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 The Jonas Centre 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 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 Centre Director at The Jonas Centre, Redmire, Leyburn, North Yorkshire, DL8 4EW.

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.

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