

The Little Chapel Foundation

Data Privacy and Cookie Policy

About this Policy.

This policy explains when and why we collect personal information, how we use it, how we keep it secure and your rights in relation to it.

If we collect, use or store your personal data it will be as described in this Data Privacy Policy.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website - www.thelittlechapel.gg - regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Office of the Data Protection Authority in Guernsey (www.odpa.gg). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

Who are we?

We are The Little Chapel Foundation. We can be contacted c/o La Gallie, Rue de la Gallie, St Peters, GY79ED / Email – admin@thelittlechapel.gg

What information we collect and why.

Type of information, purpose and legal basis of processing;

- Names, addresses, telephone numbers, e-mail addresses for the purposes of all our legitimate interests in operating The Little Chapel Foundation including managing donations, grants and other outward payments.
- Bank account details of donors and other persons making payments to the charity especially where a refund or outward payment may be due to them.
- Name, e-mail address and telephone number of members and associates of The Little Chapel Foundation and of partner organizations for the purposes of our legitimate interests in operating and promoting the charity.

Cookie policy.

Other than cookies strictly necessary for core site functionality, we do not routinely use cookies to process data on our site. We would inform users and seek to obtain opt-in consent before setting any non-essential cookies.

How we protect your personal data.

We will not transfer your personal data without your consent.

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except in circumstance covered by this policy or where we are required to do so by law.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. We would do this only for the purpose of our legitimate interests in operating The Little Chapel Foundation and for performing any contractual obligations we may have. We would at all times only disclose the personal data that is necessary for the third party to deliver the service and we would require them to keep your information secure and not to use it for their own purposes.

How long do we keep your information?

We will hold your personal data on our systems for as long as you are in communication with us and for as long afterwards as it is in The Little Chapel Foundation's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

We will securely destroy all financial information once we no longer require it.

Your rights.

You have rights under the GDPR:

- (a) to access your personal data.
- (b) to be provided with information about how your personal data is processed.
- (c) to have your personal data corrected.
- (d) to have your personal data erased in certain circumstances.
- (e) to object to or restrict how your personal data is processed.
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner, Office of the Data Protection Authority, Block A, Lefebvre St, St Peter Port, Guernsey GY1 2JP / Email – enquiries@odpa.gg / Tel – 01481 742074.