

Parkinson's Guernsey

Data Protection Privacy Notice

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WHO WE ARE

We re Parkinson's Guernsey LBG a company registered in Guernsey, with registered office at Schopwick Port Soif Lane Vale, GUERNSEY GY6 8AH, and registered number 68024. We are a registered charity CH641.

We provide services for individuals with Parkinson's disease and their supporters (our Services).

WHAT IS THIS NOTICE?

In order to provide our Services we may transfer Personal Data to other people. We've set out a list of who we might transfer Personal Data to further on in this notice. This notice only deals with our use of Personal Data. Recipients are not bound by this privacy notice.

We might need to change this privacy notice from time to time. If we do, we will let you know. So please do keep an eye on our notice before giving us any Personal Data.

All of the defined terms in this notice are explained below. If you have any questions about this notice, feel free to send us an email to Chair@Parkinsons.gg

WHO DO WE HOLD PERSONAL DATA ABOUT?

We hold Personal Data about the following groups of people (Data Subjects)

DATA SUBJECTS DESCRIPTION

Client contacts that is any party which has engaged us to provide services (including key contact data);

Membership that is any party who or which has signed up to be a member of our organisation (including any individuals and their companies);

Supporters that is anyone who has contacted us to find out about what we do or otherwise supported us, other than through Membership;

Beneficiaries that is any individuals who receive our services;

Employees that is any individual or individuals who are employed by us from time to time;

Directors that is any individual or individuals who are appointed to the Board of Directors of the charity from time to time.

Are we a Controller or a Processor?

We are a **controller** in respect of the following:

- Data relating to membership;
- Data relating to supporters;
- Data relating to beneficiaries;
- Data relating to employees; and
- Data relating to the Directors.

This means we make decisions about what data to collect (in respect of those groups of Data Subjects) and how to use it.

We are **Processor** in respect of the same data as noted above. This means that we are processing the data on behalf of (and in accordance with) the instructions of those classes of data subjects named.

Where do we Collect our Personal Data From?

We may collect Personal Data in the following ways:

Source	Types of Data Collected
Direct interactions with the Data Subject	Contact and Identity Data
	Transaction Data
	Preferences
	Job Role and Business Data
	Financial Data
Our Website	Traffic Data
	Usage Data
	Technical Data
Publicly available open sources (Internet)	Contact and Identity Data
	Job Roles and Business Data
Information provided by our Client	Contact and Identity Data relating to Client Contacts, Employees, Members

It is very likely that some of the Personal Data which we collect and store about *Members, Beneficiaries, Supporters and Employees* may include **Special Categories of Personal Data**. Special Categories of Personal Data includes details about an individual's race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

HOW WILL WE USE THE PERSONAL DATA WE HOLD AND WHAT IS OUR LAWFUL BASIS FOR DOING SO?

Client Contacts, Members, Supporters, Beneficiaries, Employees & Directors

We hold and process Personal Data as a Controller, which means we must have a 'lawful basis' for doing so. We have set out below how we use Personal Data along with our lawful basis in the table below.

Anywhere we are relying on legitimate interest we believe that such processing is necessary for the purposes of our **legitimate interest**, which in this instance is to function as a business. We consider such use goes no further than the Data Subject would reasonably expect; it is to align with the Data Subject's interests (by enabling us to provide a sustainable business model) and is unlikely to be detrimental to the fundamental rights and freedoms of the Data Subject.

Purpose / Activity	Types of Data	Lawful Basis
To Provide our services	Identity Data Contact Data Transaction Data Health Data	Necessary for the performance the contract for the provision of our services or taking steps necessary to enter into a contract.
To manage our relationship with you	Identity Data Contact Data Health Data	Necessary for the performance of the contract for the provision of our services or taking steps necessary to enter a contract.
To fulfil a contract with you	Identity Data Contact Data Health Data Financial Data	Necessary for the performance of the contract.
Administration and Dispute Resolution	Identity Data Contact Data Transaction Data	Legitimate Interest
Marketing	Identity Data Contact Data Transaction Data Profile Data Traffic Data	Consent

WILL WE DISCLOSE PERSONAL DATA TO ANYONE ELSE?

DATA SUBJECT GROUP	TYPES OF DATA TRANSFERRED	RECIPIENT REASON FOR TRANSFER
Members / Supporters / Beneficiaries	Name Address Email address	To assist in the provision of services/sports classes to you
Employees	Name Address Financial details	To fulfil our obligations as an employer

If you have any questions about who your data might be transferred to please send us an email at Chair@Parkinsons.gg

WHAT SECURITY PROCEDURES DO WE HAVE IN PLACE?

It is our policy to ensure that all Personal Data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and / or accidental disclosure of any such data, and in accordance with any applicable legal requirements.

- Password protected systems;
- Up to date anti-virus software;
- Use of BCC when sending out emails to several people at the same time; and
- Data protection training as and when needed.

WHERE DO WE STORE THE PERSONAL DATA WE COLLECT?

Our web hosting is UK-based and complies with the latest UK Data Protection/GDPR rules and regulations. Those servers are provided by Rock & Small and Enrapture Limited.

HOW LONG DO WE STORE YOUR PERSONAL DATA?

Client Contacts, Members, Supporters, Beneficiaries & Employees

Our retention policies for these Data Subjects are as follows:-

- A. We may store data related to financial transactions for up to seven years to ensure that we have sufficient records from an accounting, tax and anti money laundering perspective or longer if we are required by Law to do so;
- B. We may archive data relating to negotiations, contracts agreed, payments made, disputes raised and your use of our software for up to five years to protect ourselves in the event of a dispute arising between you and us;
- C. We may retain data which is held for marketing purposes for up to one year from the date of termination of our contract with you (unless the relevant Data Subject requests erasure of their data prior to that date);

WHAT RIGHTS DOES A DATA SUBJECT HAVE ABOUT THE PERSONAL DATA WE COLLECT AND HOLD?

Data Subjects have the following rights in respect of Personal Data relating to them which can be enforced against whoever is the **Controller**.

- A. Right to be informed:** the right to be informed about what Personal Data the Controller collects and stores about them and how it's used.

- B. Right of access:** the right to request a copy of Personal Data held, as well as confirmation of:-
- The purposes of the processing;
 - The categories of personal data concerned;
 - The recipients to whom the personal data has / will be disclosed;
 - For how long it will be stored; and
 - If data was collected directly from the Data Subject, information about the source.
- C. Right of recertification:** the right to require the Controller to correct any Personal Data held about the Data Subject which is inaccurate or incomplete.
- D. Right to be forgotten:** in certain circumstances, the right to have the Personal Data held about the Data Subject erased from the Controller's records.
- E. Right of restriction of processing:** the right to request the Controller to restrict the processing carried out in respect of Personal Data relating to the Data Subject. You might want to do this, for instance, if you think the data held by the Controller is inaccurate and you would like to restrict processing until the data has been reviewed and updated if necessary.
- F. Right of portability:** the right to have the Personal Data held by the Controller about the Data Subject transferred to another organisation, to the extent it was provided in a structured, commonly used and machine-readable format.
- G. Right to object to direct marketing:** the right to object where processing is carried out for direct marketing purposes (including profiling in connection with the purpose).
- H. Right to object to automated processing:** the right not to be subject to a decision based solely on automated processing(including profiling) which

produces legal effects (or other similar significant effects) on the Data Subject.

If you want to avail yourself of any of these rights, you should contact us immediately at Chair@Parkinsons.gg . If we are not the Controller, we will need to transfer your request to the Controller - but we will only do so with your consent. If you do contact us with a request, we will also need evidence that you are who you say you are to ensure compliance with data protection legislation.

WHAT HAPPENS IF I NO LONGER WANT YOU TO PROCESS PERSONAL DATA ABOUT ME?

If we are holding Personal Data about you as a Controller, we will comply with your request unless we have reasons for lawfully retaining data about you.

If we are holding Personal Data about you and using that data for marketing purposes or for any other activities based on your consent, you may notify us at any time that you no longer want us to process Personal Data about you for particular purposes or for any purposes whatsoever and we will stop processing your Personal Data for that purpose. This will not affect your ability to receive our Services.

WHO DO I COMPLAIN TO IF I AM NOT HAPPY WITH HOW YOU PROCESS PERSONAL DATA ABOUT ME?

If you do have any questions or concerns about how we are using Personal Data about you, please contact our Data Protection Contact immediately at our registered address noted above, or by email to Chair@Parkinsons.gg .

If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Office of the Data Protection Authority by following this link:

<https://www.odpa.gg/for-individuals/make-a-complaint/>

WHAT DO ALL THE DEFINED TERMS IN THIS PRIVACY NOTICE MEAN?

Throughout this notice you'll see a lot of defined terms (which you can recognise because they are capitalised). Where possible, we've tried to define them as we go, but we thought it might be useful to have a glossary at the end for you. Anywhere in this notice you see the following terms, they'll have the following meanings:-

Defined Term	Definition
Controller	This is a legal term set put in the Data Protection Regulations, it means the party responsible for deciding what Personal Data to collect and how to use it;
Data Subject	This means the individual who can be identified from the Personal Data;
Personal Data	This means the data which can be used to identify a living individual. This could be a name and address or it could be a number of details which when taken together make it possible to work out who the information is about. It also includes information about the identifiable individual;
Processor	This is another legal term set out on the Data Protection Regulations , it means the party who has agreed to process Personal Data on behalf of the Controller , and
Special Categories of Personal Data	This means the details about an individual's race or ethnicity, religion or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

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