



**The Melanesian Mission**  
21 The Burlands, Feniton, Honiton, EX14 3UN  
Executive Officer: Mrs Katie Drew

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## Data Privacy Notice

### 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 Melanesian Mission's Executive Officer is the data controller (contact details follow). The data controller decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Melanesian Mission 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 administer membership 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, appeals and activities of the Melanesian Mission and the Anglican Church of Melanesia;

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

- Explicit consent of the person (the data subject), so that we can keep you informed about news, events, activities and services and process your gift aid donations;
- 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 with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); 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 and will only be shared with other members of the charity in order to carry out a service to other members or for purposes connected with the charity. We will only share your data with third parties outside of the charity with your consent. We do not sell contact details.

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

We retain membership data while it is still current; gift aid declarations and associated paperwork for up to seven years after the tax 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 Melanesian Mission holds about you;
- The right to request that the Melanesian Mission 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 Melanesian Mission 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);
- 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

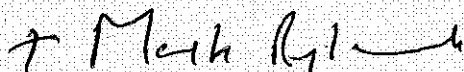
If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, we will provide you with a new notice explaining new use prior to commencing the processing. Also setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent for any new processing.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Executive Officer at **21 The Burlands, Feniton, Honiton, UK, EX14 3UN** [mission@mmuk.net](mailto:mission@mmuk.net).

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.

Approved



Signed and dated by Chair of Trustees

17/11/22

Date of next review 2024