

Riverside Bakery cic

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DATA PRIVACY NOTICE

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 2016/679 (the "GDPR")

Who are we?

Riverside Bakery cic is the data controller (contact details above). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- Riverside Bakery cic 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 a service for the benefit of the public as specified in our constitution;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records.
 - To operate the Riverside Bakery cic's web site and deliver the services that individuals have requested.
 - To inform individuals of news, events, activities or services running at Riverside Bakery cic
 - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

These fall under either article 6 or article 9 - dealt with separately below.

E.g. Article 6 Processing

- Consent of the data subject; [Where the processing is based on the consent of the data subject, we will provide you with a link to a "Consent Form"

- eg: we will ask for consent when taking pictures at workshops, events we organise and so on.
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

E.g. Article 9 Processing

- Explicit consent of the data subject [link to “Consent Form” as above]; [Use this for example, to be able to tell people about events, news, services]
- 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 and 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. [This clause allows us to collect and process data without consent]
- Processing relates to personal data manifestly made public by the data subject;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law;
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional;
- Processing is necessary for the reasons of public interest in the area of public health;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes. [Where the personal data are collected direct from the data subject, the data subject must be informed whether he or she is obliged to provide the personal data and the consequences, if he/she does not provide the data].

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with our partners (points of sale, event organisers) only if it is necessary to the running of our social and commercial activities.

We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary, until our provider/customer relationship ends (unless you decide to keep in touch), or until withdrawal of your consent, in order to ensure we are able to provide you with our services. We may keep hold of your data longer in case of ongoing litigation.

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 Riverside Bakery cic holds about you;
- The right to request that Riverside Bakery cic 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 Riverside Bakery cic to retain such data;
- [The right to withdraw your consent to the processing at any time]
- The right to request that Riverside Bakery cic 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)

*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].

- 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) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.
0303 123 1113
- Transfer of Data Abroad If the personal data is to be transferred to countries or territories outside the EU you must include details of how the

data will be protected, together with details of how to obtain copies of the relevant safeguards].

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. Contact Details To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

info@riversidebakerycic.org