



**St Vincent de Paul Society
(England & Wales)**

DATA PROTECTION

DATA SUBJECT INFORMATION STATEMENT – SVP BENEFICIARIES

St. Vincent de Paul Society (England and Wales) a company limited by guarantee registered in England (Company Number: 3174679) and a charity registered with the Charity Commission for England and Wales (Charity Number: 1053992) whose registered office is at (SVP) Process your Personal Data in accordance with the General Data Protection Regulation (the **GDPR**) and the information set out in this information statement.

1. Background

1.1. SVP is a charity which provides help and assistance to those in need. Our main purpose is to offer you the hand of friendship through our activities to support you.

2. Purposes and Legal Basis

2.1. SVP Processes your Personal Data, including Special Categories of Personal Data, for the following purposes:

2.1.1. Arranging activities and visits with you;

2.1.2. providing you with support and assistance;

2.1.3. keeping you informed about the activities of SVP;

2.1.4. statutory and regulatory compliance;

2.1.5. dealing with any enquiries or complaints raised by you and responding to any communications from you.

2.2. The legal basis on which the above Processing takes place in relation to:

2.2.1. Personal Data is the legitimate interests shared by SVP and you as set out below;

2.2.2. Special Categories of Personal Data are:

2.2.2.1. that SVP is a not-for-profit body with charitable, philosophical and religious aims and the Processing of Special Categories of Personal Data relating to you is undertaken in relation to your membership of SVP and its purposes and that such Personal Data are not disclosed outside of SVP without your consent, which will be obtained should disclosure be necessary;

- 2.2.2.2. as it is necessary to protect your vital interests under Article 9(2)(c) of the GDPR, for example, in relation to the protection of your health;
- 2.2.2.3. safeguarding in accordance with the Data Protection Act 2018;
- 2.2.3. transferring your Personal Data to any third party is consent.
- 2.3. In order to Process your Personal Data for the purpose of providing you with electronic information we are required to obtain your consent. Where you have already provided that consent, no further action is needed. If you have not provided such consent and would like to receive information by email, please contact the SVP National Office on 020 7703 3030.
- 2.4. If you give us permission to transfer your Personal Data to third parties, please note that you may withdraw consent at any time. Should you withdraw your consent SVP shall cease to Process your Personal Data for this purpose. You may revoke your consent to receive such updates by contacting the SVP National Office on 020 7703 3030
- 2.5. The legitimate interests which permit the Processing set out above to take place are:
 - 2.5.1. the support that we can provide to you through our visits and other activities;
 - 2.5.2. that the Processing is reasonable in relation to the activities we are undertaking;
 - 2.5.3. the Processing is such as you would reasonable expect to be undertaken by SVP in respect of the support we provide;
 - 2.5.4. that the Processing is necessary in respect of the activities that are undertaken and is in your overall interest and does not limit your interests or fundamental freedoms guaranteed by the GDPR;
 - 2.5.5. that it is not possible to use the consent option in relation to the management of your support.

3. Source

- 3.1. Whilst you have provided some of the Personal Data which is Processed by SVP, we may also have obtained Personal Data, from your church or priest, a concerned friend or family member, social services or another charity.

4. Recipients

- 4.1. SVP may transfer your Personal Data to the following organisations or categories of organisations, this may include Special Categories of Personal Data if you have given us permission to do so:
 - 4.1.1. other charities which may be able to assist you;
 - 4.1.2. your church or priest;
 - 4.1.3. social services;

4.1.4. organisation with which you have a connection and we have helped you with an application, visit or another activity;

4.1.5. local or central government and their agencies.

5. International Transfers

5.1. It is the intention of SVP that your Personal Data will remain within the countries forming the European Economic Area (the **EEA**) and countries where the European Union has decided that the country has adequate data protection laws in line with those in the European Union.

6. Storage

6.1. We will generally store the Personal Data that we hold in relation to you for the duration of our relationship with you and for seven years after that relationship ends.

7. Your Rights

7.1. SVP guarantees your rights as granted by the GDPR in respect of the protection of your personal data. For more information please visit our website at [insert link].

8. Complaints

8.1. If you have any complaint about the Processing of your Personal Data undertaken by SVP, please contact the Governance and Compliance Manager.

8.2. Please note that you have a right to lodge any complaint about the Processing of your Personal Data by SVP by contacting the Information Commissioner's Office.

8.3. SVP is not required to have a data protection officer under the GDPR and one has not been appointed, therefore please address all communications in relation to personal data to the Data Protection Team.

9. Provision of Personal Data

9.1. Please note that if SVP cannot Process your Personal Data it is unlikely that we will be able to assist you.

10. Definitions

10.1. The following terms have the following meaning in this Statement:

10.1.1. **Personal Data** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

10.1.2. **Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means,

such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

- 10.1.3. **Controller** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.
- 10.1.4. **Processor** means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
- 10.1.5. **Special Categories of Personal Data** means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

11. Contact

11.1. The Data Protection Team can be contacted:

- 11.1.1. in writing at SVP 55 Westminster Bridge Road, London SE1 7JB
- 11.1.2. by email at matthews@svp.org.uk; or
- 11.1.3. by telephone by calling 020 7703 3030.

12. Further Information

- 12.1. It is not intended that SVP will undertake any further Processing of your Personal Data other than that which is set out in this statement. However, if this position does change SVP will provide you with further information.
- 12.2. This statement was last updated on 25 May 2018.