

DATA PRIVACY NOTICE Swiss Benevolent Society (SBS)

1. Personal data

Personal data means any information relating to an individual person who can be identified from that data, such as name and/or contact details. Identification can be by that information alone or in association with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation ('the GDPR').

2. Data controller

SBS is the data controller. This means it decides how your personal data is processed and for what purposes. SBS, through its board of trustees, 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. The Swiss Benevolent Society takes these obligations seriously and does not use your personal data in anyway you would not expect.

3. Purposes for which SBS processes your personal data

SBS processes personal data for the following purposes:-

- to comply with company and charity administration obligations;
- to maintain its financial accounts and records, including the processing of Gift Aid donations;
- to manage and administer employment records and comply with statutory obligations in relation to, PAYE, NI and Pension;
- to administer and manage incoming donations;
- to manage and administer general client support (such as moral advice);
- to manage and administer client financial application and
- to organise seminars

4. Lawful bases for processing your personal data

SBS relies on the following 'lawful bases' for processing personal data:

- Processing is necessary to comply with a legal obligation; or
- Processing is necessary for the performance of a contract or agreement between you and the SBS; or

- Processing is necessary on the basis of the legitimate interests of SBS. Briefly, these are:
 - to achieve the SBS' objectives as a charity to enhance the quality of life of fellow Swiss in the UK, old and young, from all walks of life, who are experiencing difficulties;
 - to benefit individuals, such as clients and persons submitting enquiries.

5. Sharing personal data

Personal data is treated as strictly confidential and is only shared with others to comply with:

- legal obligation (e.g. Companies House, Charity Commission, HM Revenue & Customs for Employment obligations and Gift Aid donations, Pension Provider and SBS Auditors);

Apart from the above, the SBS will only share your data with third parties with your consent.

6. Data retention periods

Data is kept by SBS only for as long as is necessary for the purpose it was collected or to comply with legal or regulatory obligations. The following data retention periods apply:

- SBS Welfare officer and trustees: as long as necessary for legal compliance;
- Donations: 8 years after the last donation;
- Applicants for funding - successful: 8 years after completion of project;
- Applicants for funding - unsuccessful: 5 years after application;
- Patrons: 3 years after ceasing to be a patron;
- Persons submitting enquiries: 5 year after the enquiry.

7. Your rights and your personal data

Unless subject to an exception under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of the personal data which the SBS holds about you (a 'subject access request');
- The right to request that the SBS corrects any personal data if it is inaccurate or out of date;
- The right, where there is a dispute about the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to request that your personal data is erased if it is no longer necessary for the SBS to retain it;
- The right to withdraw your consent to the processing at any time;
- The right to request that the SBS provides you with your personal data and where possible, to transmit it directly to another data controller;
- The right to object to the processing of personal data;
- The right to file a complaint with the Information Commissioner's Office.

8. Further processing

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

9. Contact details

In relation to all relevant rights and queries please contact the Company Secretary, Ms Petra Kehr-Cocks, at info@swissbenevolent.org.uk, tel.0207 8369119.

You can contact the Information Commissioner's 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.

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