

BCL GDPR Privacy Notice	
Effective date (dd/mm/yyyy): 01/02/2022	Last updated (dd/mm/yyyy): 01/03/2025
Owner:	
Reviewer: Board of Trustees	Review date (dd/mm/yyyy): 01/03/2025

About this notice

Barnes Common Limited take your privacy seriously and are committed to protecting your personal information. This privacy notice explains how we handle (i.e. collect, store, use, update, share and ultimately destroy) your personal data and your rights in relation to the personal data we hold.

Who are we?

We are Barnes Common Limited (BCL), a not-for-profit charity. BCL acts as a data controller, which means we decide how your personal data is handled and for what purposes. Data controllers are registered with the UK Information Commissioner's Office.

Personal data – what is it?

Personal data is information about a living individual who can be identified from that data; either from the data alone or with any other information already in, or likely to come into, our possession. The handling of personal data is governed by the General Data Protection Regulation (the 'GDPR').

What personal data do we collect?

Depending on your relationship with us, we will collect personal data such as your name, email address, telephone number, national insurance number and financial details.

What is the legal basis for BCL handling your personal data?

- for the performance of contracts between BCL and its staff;
- to comply with our legal obligations, e.g., charity or company law
- for the purposes of our legitimate interests (e.g., maintaining accurate membership records).
- where you have given a separate consent for receiving any newsletter information (however, you can withdraw your consent at any time should you wish).
- where we ask you for any medical data, you give explicit consent, and this is recorded.

What do we use your personal data for?

- To keep you informed about BCL activities.
- To maintain our own internal records such as membership, job applicants and staffing.

How do we care for your personal data?

We comply with our obligations under the GDPR by:

- keeping personal data up to date

- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse and unauthorised access and disclosure.

Sharing your personal data / Confidentiality

We will not release your data to anyone outside Barnes Common Limited, unless you have requested us to do so, or we are required by law, e.g., in the case of crime or fraud or for the purposes of audit and accounting e.g., HMRC. We will not share your data with third parties for marketing purposes. We will not sell or rent your data to third parties.

How long do we keep your personal data?

We will securely destroy your data when we no longer have a legal basis for retaining it. See our Register of Systems for further details on how long we retain data for.

Your rights and personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data that we hold:

- to request a copy;
 - to request that we correct it if it is found to be inaccurate or out of date;
 - to request that we erase it where it is no longer necessary for us to retain it;
 - to withdraw at any time your consent to us using it where the basis for its use is your consent;
 - where there is a dispute in relation to the accuracy or use of your personal data, to request that a restriction is placed on its further use;
 - to object to the handling of personal data, where processing is based on our legitimate interests;
 - to lodge a complaint with the Information Commissioners Office;
 - To request that we transfer the personal information you have given us to another organisation or to you in certain circumstances.
- If you make a request, we will respond to you within 30 days unless in exceptional circumstances.

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Further uses of your personal data

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice prior to doing so, explaining this new use and setting out the new purpose and how the data will be used. Where necessary, we will seek your prior consent to using your data for the new purpose.

Contact Details

To exercise all relevant rights, queries or complaints, please, in the first instance, contact us by email at enquiries@barnescommon.org.uk.

You can also 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.

The Board of BCL has overall responsibility for the upkeep of policies with BCL's management team undertaking implementation.

This policy will be reviewed every two years unless circumstances dictate otherwise, e.g. change in legislation.

Last Reviewed: March 2025