**PRIVACY NOTICE**

**The Space Arts Trust**

**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. The processing of personal data is governed by UK Data Protection Acts and the General Data Protection Regulations (GDPR).

**2. Who are we?**

The Space Arts Trust (‘SAT’) is the data controller and our contact details are provided below. SAT is responsible for deciding how your personal data is processed and for what purposes.

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

SAT complies with its obligations under 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.

We use your personal data for the following purposes: -

* To enable us to provide service for the benefit of the public;
* To administer membership records;
* To fundraise and promote the interests of SAT;
* To manage our volunteers;
* To maintain our own accounts and records;
* To inform you of news, events, activities and services;

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

* We will process your data as a supporter of SAT on the basis of legitimate interest. We will also hold and process data where there is explicit consent from the data subject so that we can also keep you informed about news, events, activities and services;
* Processing is necessary for carrying out any obligations required by law (e.g. any Health and Safety requirements for volunteers, etc);
* There will be no disclosure of personal data to a third party without additional prior consent from you.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the SAT on a need to know basis.

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

We will keep your data for a maximum of one year following you ceasing to be a supporter, and then only to meet legal or accounting obligations. You may request that your personal data is amended or deleted at any time by submitting a request to the Data Protection Officer as set out in section 9 below

**7. Your rights and your personal data**

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 SAT holds about you;
* The right to request that SAT 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 SAT to retain such data;
* The right to withdraw your consent to the processing of your personal data at any time;
* 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 Privacy 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.

**9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact;

The Data Protection Officer, Space Arts Trust,St Johns House, Church Road,Broadbridge Heath, West Sussex. RH12 3LD