

# Data Privacy Notice

## Imperial Grand Black Chapter of the British Commonwealth

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified (or identifiable) from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 2. Who are we?

We are the Imperial Grand Black Chapter of the British Commonwealth (IGBC). We are a Data Controller. This means we make decisions about what data to collect (in respect of those groups of Data Subjects) and how to use it.

We are a registered charity. Charity Commission Northern Ireland Number: NIC 100741. Our contact details are as follows; -

IGBC Offices 82 Main Street, Loughgall, Armagh, Co. Armagh, BT61 8HZ

E-mail: [info@royalblack.org](mailto:info@royalblack.org)

### 3. Your personal data – what is it?

Personal data relates to a living individual who can be identified (or identifiable) 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 (GDPR).

### 4. How do we process your personal data?

IGBC 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 collect data necessary to pursue our charitable objectives as set out in our Public Benefit and Mission Statements. We use your personal data for the following purposes: -

- To administer membership records
- To inform you of news, events and activities
- To liaise with Preceptories, Districts, Counties/Provinces and the IGBC
- To promote the interests of the IGBC;
- To maintain our own accounts and records, including Gift Aid and Charity Commission administration
- To provide contact details for each of our Preceptories and Chapters so that they can keep you informed regarding events and functions that they may be running.
- To manage our employees and volunteers
- For the fulfilment of contractual, regulatory compliance and legal obligations
- To respond to general enquiries
- Archiving for research and historical purposes

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

Organisations are permitted to process personal data only if they have a 'lawful basis' for doing so. We process personal data on the following basis;

- Processing is necessary for the purposes of the legitimate Interests pursued by the IGBC. We have carried out a Legitimate Interests Assessment and believe that such processing is necessary for the purposes of our legitimate interest, which in this case is to function as an organisation and a charity. When we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. Our legitimate business interests do not automatically override your interests - we will not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).
- It is necessary to fulfil a contract (or pre-contractual obligations).
- It is necessary to fulfil a legal obligation e.g. under employment law.

It is likely that some of the Personal Data which we collect particularly in respect of membership may include Special Categories (Article 9 GDPR) of Personal Data. We process this on the basis that the IGBC is not-for-profit body with a religious aim and the processing relates solely to the members or to former members of the IGBC or to persons who have regular contact with it in connection with its purposes and that the personal data is not disclosed outside the IGBC without the consent of the data subjects;

## **6. Will you disclose personal data to anyone else?**

Your personal data will be treated as strictly confidential and will only be shared with other members of the IGBC in order to provide a service to other members or for purposes connected with the IGBC. Personal data will not be disclosed to anyone outside the IGBC without your consent unless there is a legal requirement to do so. If you have any questions about who your data might be transferred to please send us an email at [info@royalblack.org](mailto:info@royalblack.org)

## **7. What security procedures does the IGBC have in place?**

It is our policy to ensure that all Personal Data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such data, and in accordance with any applicable legal requirements.

Our data is held largely in hard copy in the form of annual returns, roll books and report books and other records. Some data is also processed and held digitally. All data is held securely and is only used for the purposes of providing our services. If you are based outside the EEA and would like further information about where we hold your data, please contact us by email: [info@royalblack.org](mailto:info@royalblack.org)

## **8. For how long do you store personal data?**

The IGBC will only retain your personal data for as long as it is legitimately required in order to fulfil the purpose(s) for which it was required.

We will regularly review the data we hold and securely delete or destroy any personal data that is no longer necessary for processing.

## **9. What rights do you have about the personal data we collect and hold?**

You have the following rights in respect of your Personal Data;

The right to be informed about what Personal Data the IGBC collects and stores about you and how it's used.

The right to request a copy of the Personal Data held, as well as confirmation of:

- a. the purposes of the processing;
- b. the categories of personal data concerned;
- c. the recipients to whom the personal data has/will be disclosed;
- d. how long it will be stored; and
- e. if data wasn't collected directly from the Data Subject, information about the source.

The right to require the IGBC to correct any Personal Data held about you which is inaccurate or incomplete.

In certain circumstances, the right to have the Personal Data held about you erased from the IGBC's records.

The right to have the Personal Data held by the IGBC about you transferred to another organisation.

The right to request the IGBC to restrict the processing carried out in respect of your Personal Data. You might want to do this, for instance, if you think the data held by the IGBC is inaccurate and you would like to restrict processing until the data has been reviewed and updated if necessary.

If you want to avail of any of these rights, you should contact us immediately at [info@royalblack.org](mailto:info@royalblack.org).

## **10. 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. Any new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions.

## **11. Who do I complain to if I'm not happy with how you process my personal data?**

If you have any questions or concerns about how we are using Personal Data about you, please contact the Data Governance Group immediately at our registered address (see section 2 above) or by email at [info@royalblack.org](mailto:info@royalblack.org).  
If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Information Commissioner's Office by following this link: <https://ico.org.uk/concerns/>.