

THE LIHOU CHARITY LBG
DATA PROCESSING NOTICE

1. About our Data Processing Notice

- 1.1 This Data Processing Notice explains when and why we collect personal information about our customers, employees, volunteers and event attendees, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Notice and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Notice from time to time without prior notice. You are advised to check our website - www.lihouisland.org.gg - regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the Data Protection (Bailiwick of Guernsey) Law 2017 ('the Law') when dealing with your personal data. Further details on the Law can be found at the website for The Office of the Data Protection Authority in Guernsey (www.odpa.gg). For the purposes of the Law, we will be the "controller" of all personal data we hold about you.

2. Who are we?

- 2.1 We are The Lihou Charity LBG ('TLC'). We can be contacted at The Warden of Lihou House, The Lihou Charity LBG, Entre Nous, Bailiffs Cross Road, St Andrew, Guernsey GY6 8RZ / Email – warden@lihouisland.org.gg / Tel – 07781 120421.
- 2.2 The Friends of Lihou are a sub-committee of The Lihou Charity LBG, set up to fundraise on behalf of the TLC.

3. What information we collect and why.

Type of information	Processing Activity	Legal basis of processing
The Customer's name, address, telephone numbers, e-mail address(es)	Managing the Customer's booking with TLC.	Performing TLC's contract with the Customer. For the purposes of our legitimate interests in operating TLC.
The bank account details of the Customer or other person making payment to TLC where a refund payment is due to them by TLC.	Managing the Customer's provision of services and events.	Performing TLC's contract with the Customer.

The name, e-mail address(es) and telephone numbers and subscription details of Friends of Lihou members.	Managing discounts/offers to Friends of Lihou members.	Offering discounts/offers to Friends of Lihou members.
The name, e-mail address(es) and telephone numbers and address of each Employee of TLC.	Information published on TLC's website, in TLC's newsletter and other publications and in TLC's marketing materials.	For the purposes of our legitimate interests in operating and promoting TLC.
The name, date of birth, bank account details, tax reference and social security details of each Employee of TLC.	Performing TLC's contract with the Employee eg. payment of salary, tax, social security.	Performing TLC's contract with the Employee.
The Volunteer's name, e-mail address(es), telephone numbers, address (if applicable).	Performing and operating TLC.	For the purposes of our legitimate interests in operating TLC.
The name, e-mail address(es), telephone numbers, address (if applicable) and any necessary relevant information (eg. dietary requirements) of Attendees at TLC fundraising events.	Organising and managing fundraising events.	Organising fundraising events.
The employees and representatives of suppliers to TLC.	Entering into and managing arrangements with suppliers.	Entering into and performing contracts with suppliers.
Friends of Lihou Member's name, address, telephone numbers, e-mail address(es)	Managing the membership of the Friends of Lihou.	Performing the Friends of Lihou's contract with its Members. For the purposes of our legitimate interests in operating the Friends of Lihou.

Bank account details of the Friends of Lihou Member or any other person making payment to the Friends of Lihou	Managing the Friends of Lihou Member's membership of the Friends of Lihou, the provision of services and events.	Performing the Friends of Lihou' contract with its Members.
Employees and representatives of suppliers to the Friends of Lihou.	Entering into and managing arrangements with suppliers.	Entering into and performing contracts with suppliers.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside of an area comprising the EU, the United Kingdom and the Crown Dependencies without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating TLC and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s)

that ensure your information is kept secure and not used for their own purposes.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a customer, employee, volunteer or event attendee of TLC and for as long afterwards as it is in the TLC's legitimate interest to do so or for as long as is necessary to comply with our legal obligations, being a minimum of 2 years. After this period we will review your personal data every year to establish whether we are still entitled to process or hold it. If we decide that we are not entitled to do so, we will stop processing or holding your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the Data Protection (Bailiwick of Guernsey) Law 2017:
- (a) to information about why personal data is collected from you.
 - (b) to access your personal data.
 - (c) to object to processing your personal data for direct marketing purposes.
 - (d) to object to processing your personal data on grounds of public interest.
 - (e) to object to processing your personal data for historical or scientific purposes.
 - (f) to have your personal data corrected.
 - (g) to have your personal data erased, in certain circumstances.
 - (h) to restrict how your personal data is processed.
 - (i) to not be subject to decisions based on automated processing.
 - (j) to have data portability.
- 7.2 You have the right to take any complaints about how we process your personal data to The Office of the Data Protection Authority, Block A, Lefebvre Court, Lefebvre Street, St Peter Port, Guernsey GY1 2JP / Email – info@odpa.gg / Tel – 01481 742074.

For more details, please address any questions, comments and requests regarding our data processing practices to The Warden of Lihou House, The Lihou Charity LBG, Entre Nous, Bailiff Cross Road, St Andrew, Guernsey GY6 8RZ / Email – warden@lihouisland.org.gg / Tel – 07781 120421.