

DATA PRIVACY NOTICE

The Shyira Trust

1. 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 or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Shyira Trust in Formby Altcar and Hightown is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Shyira Trust 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 the appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes :

- To administer membership records.
- To maintain our accounts.

4. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin".

5. Your rights and your personal data

Unless subject to an exemption 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 The Shyira Trust holds about you.
- The right to request that The Shyira Trust corrects any personal data if it is found to be inaccurate or out of date.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 The Shyira Trust to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data

controller, (known as the right to data portability), (where applicable). Only applies where processing is based on legitimate interest (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.

6. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary of The Shyira Trust, Ken Davies.