

## Woking Community Furniture Project

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

### **Who are we?**

Woking Community Furniture Project (WCFP) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

WCFP 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 use your personal data for the following purposes: -**

Arranging collection of items from your property

Delivery of items to your property

Processing of Gift Aid claims where applicable

Providing accurate invoices & receipts as required

Maintaining contact with you in regard to the above activities

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with the following bodies:

HMRC/Surrey County Council - strictly in connection with Gift Aid/Re-Use credit claims

### **How long do we keep your personal data ?**

We keep your personal data for no longer than reasonably necessary, and a maximum of the following:

In the case of deliveries or other interactions (complaints etc.)	1 year
In the case of collections (to fulfil obligations under Gift Aid)	7 years
In the case of sales records (to fulfil accounts audit/GiftAid)	7 years

## **Your rights and your personal data**

You have the following rights with respect to your personal data: -

The right to request a copy of your personal data which WCFP holds about you

The right to request that WCFP corrects any personal data if it is found to be inaccurate or out of date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 WCFP to retain such data

The right to request that WCFP provide the data subject with his/her personal data

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, direct marketing and processing for the purposes of scientific/historical research and statistics

The right to lodge a complaint with the Information Commissioners Office.

## **Transfer of Data Abroad**

We do not transfer any data abroad

## **Automated Decision Making**

We do not perform any automated decision making

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details**

To exercise all relevant rights, or should you have any queries or complaints you can contact WCFP

Woking Community Furniture Project  
27 North Road  
Woking  
GU21 5DT  
Attention: Keith Rose

Tel: 01483 750005

[Wokingcfp@gmail.org](mailto:Wokingcfp@gmail.org)

[www.wokingcfp.org.uk](http://www.wokingcfp.org.uk)