



## **FAIR PROCESSING NOTICE FOR VISITORS**

CHICKS collects data about persons when you visit one of our charities. We need this information to meet our legal obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of visitors.

We will always make sure that any personal data is protected and treated securely. Any information that we process will be held in accordance with:

- the General Data Protection Regulation (GDPR) and other UK or EU data protection legislation
- Charity commission for England and Wales

### Our contact details

CHICKS is the trading name of Country Holidays for Inner City Kids

Company number: 03985540 | Charity registration number: 1080953

Registered address:

CHICKS Moorland Retreat  
Brentor  
Tavistock  
Devon  
PL19 0LX

Phone: 01822 811020

Email: [info@chicks.org.uk](mailto:info@chicks.org.uk)

Our Data Protection Officer is Sarah Smith and she can be contacted at [DPO@chicks.org.uk](mailto:DPO@chicks.org.uk)

What data do we process and why do we need it?

We are required by law to keep a record of the name any visitor to our charities. We also have CCTV which will capture your image.

### **Our legal basis for processing personal data**

By law, we need a legal basis for processing personal data.

We process your name because we have a legal obligation. You cannot enter the charity site without putting your name in the visitor's book.

We process your image on CCTV because we have a legitimate interest in the safety and security of pupils, staff and visitors.

### **How long do we hold the personal data of visitors?**

We hold all records in accordance with the Records Management in charities, a copy of which is available here:

- <https://www.charitygovernancecode.org/en>
- <http://www.voluntarysectorarchives.org.uk/wp-content/uploads/2017/06/records-management-in-charities-9.pdf>

### **Who do we share relatives/representative information with?**

We share visitor's information with the following, when required:

- The local authority;
- Organisations we have a legal obligation to share information with i.e. for safeguarding,
- The courts, police or other law enforcement agencies if we have to by law or court order;
- Our legal advisors;
- Our insurance providers;
- Our software and cloud service providers.

### **Data transfers out of the EU or EEA**

We do not transfer any personal data out of the EU or EEA.

### **Rights of visitors**

#### Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.