



AWAKEN EVENT - PRIVACY NOTICE

The Awaken event is hosted by Ground Level Ministry Team (Ground Level) and as such your data is handled by Ground Level employees.

1. What is this privacy notice about?

The privacy notice explains how Ground Level will use any personal data they collect from you. The notice also explains how Ground Level will comply with data protection law.

2. 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 (the "GDPR").

3. Who are we?

Ground Level (Ground Level Ministry Team) is a registered charity & registered company and is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

4. How do we process your personal data?

Ground Level 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: -

- To enable us to provide a service for the benefit of the public in accordance with our governing documents.
- To administer contact details & provide support in accordance with Safeguarding protocols
- To fundraise and promote the interests of the charity.
- To manage our employees and volunteers.
- To manage conflicts of interest.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events, activities and services facilitated by Ground Level.
- To ensure Children are not subscribing to our services and that adequate adult supervision is provided
- To ensure concession tickets are valid
- To ensure adequate provision can be provided for children of various age ranges.

Ground Level uses a variety of third party applications nominated as data processors. These processors are authorised by Ground Level to process data but not share or use your data for their own purposes. All third party applications are secure services which can only be accessed via Ground Level Staff members and where possible are secured with two-factor security authentication.

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

- We must by law provide benefits in line with the organisation's governing documents
- We seek explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment and safeguarding regulations or legislation pertaining to our charity and company registrations.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and we will only share your data with third parties with your consent or where there is a legal requirement to do so (e.g. processing of gift aid applications).

Ground utilises some third-party or supplier platforms to process and store your personal information. While information is stored on these platforms they have no right or permission to use this information. Ground Level ensures that all external providers keep their systems up to date and secure in order to protect your information.

For crew applications some of your data will be shared with your team leader, this information is shared on a need to know basis and is processed in line with our Data Processing Agreement for Team Leaders, a copy of which is available upon request.

7. How long do we keep your personal data?

Generally we will delete your data if you are no longer engaged in, or with, the activities of Ground Level. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate. If you are employed by Ground Level as a staff member, external contractor or volunteer/crew member we will retain records in accordance with employment legislation. If safeguarding issues have been raised we will also keep your data in accordance with legislation.

Awaken booking information that is non-financial is held for 3 years from the date of the event (except Provision Request forms which are held for 1 year from the date of the event). Financial information is retained for 6 years after the calendar year it relates to.

8. 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 Ground Level holds about you;
- The right to request that Ground Level 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 Ground Level 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 you with your personal data and where possible, to

transmit that data directly to another data controller, (known as the right to data portability), (where applicable);

- 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, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

10. Disclosure & Barring Service Checks

Some crew applications will be subject to a DBS check - a copy of the DBS Privacy Policy can be found here (<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>)

An enhanced disclosure will show spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation (<https://www.gov.uk/government/collections/dbs-filtering-guidance>) plus any information held by local police that's considered relevant to the role applied for.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

11. Contact Details

To exercise all relevant rights, queries or complaints, in the first instance please contact:

Address	Ground Level, 22 Newland, Lincoln LN1 1XD
Telephone	01522 217556
Email	dataprotection@groundlevel.org.uk