

LIGHTHOUSE NORWICH

Privacy Policy (July 2025)

General...

Personal data relates to a living individual who can be identified by that data. The processing of personal data is governed by the General Data Protection Regulation (the GDPR). Lighthouse, Norwich complies with its obligations under the GDPR by keeping personal data up to date; by storing it securely (or destroying it as needed); 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. Lighthouse, Norwich will continue applying good practice in the handling of personal data.

Why we hold data...

- We use your personal data for the following purposes: -
- To enable us to provide a service through the ministries of Lighthouse, Norwich;
 - To administer records and promote the legitimate interests of the charity;
 - To manage and maintain our own records (including the processing of gift aid applications, and where there is legitimate interest in fundraising for charitable purposes);
 - To inform you of news of events or activities offered in association with Lighthouse, Norwich.

Confidentiality...

Your personal data will be treated as strictly confidential and will only be used by Lighthouse, Norwich's administrative team in enabling communication in accordance with its legitimate interests. We do not share personal details with any third party. We will only share your data with a third party if there is legitimate interest and with your specific consent. We retain data while it is still current; and we keep gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate in accordance with sound financial practice.

Your rights...

- 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 Lighthouse, Norwich holds about you;
 - The right to request that Lighthouse, Norwich corrects any personal data if it is found to be inaccurate or out of date;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 Lighthouse, Norwich to retain such data;
 - The right to withdraw your consent to the processing at any time;
 - The right to lodge a complaint with the Information Commissioners Office.

This Privacy Policy has been approved by Trustees at their meeting on

..... (date)

Signed on behalf of Trustees for Lighthouse, Norwich

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