



Lawful Basis and Data Retention Policy

Lawful Basis

Viabes Community Association collects and processes personal information for the following purposes:

Providing a requested service such as the hire of a room, booking you onto a course, signing you up to an activity or event. The lawful basis for which we process this information is known as '**Contract**'. It means that we need your details in order to fulfil our contractual obligations and because you have asked us to do something before entering into contract.

Keeping records for contacting you with news about events, activities and other community-based information. The lawful basis for which we process this information is known as '**Consent**'. It means that we require your consent to send you electronic communications or to contact you by telephone for the purpose of informing you of upcoming events, asking for help with events or marketing our events and activities directly to you. You have the option to withdraw consent at any time.

Retaining contact details for you or a next of kin should something happen to you, a vulnerable adult or a child whilst on the premises and attending an activity which requires a form of registration. We may also need to contact you for your own benefit – e.g. if a session, activity or event has been cancelled. The lawful basis for which we process this information is '**Legitimate Interests**'. This means that we have identified a legitimate reason for processing your information, can demonstrate that it is essential in order to achieve this interest and are able to balance it against an individual's interests, rights and freedoms.

We also have a legal obligation as an organisation to share data in specific circumstances with the government – for example, in claiming gift aid, for PAYE.

Data Retention

We retain data for a period of up to 7 years in most cases. There may be a requirement to retain records for longer in some situations. For example, if attending a long-term activity, we may need to keep contact information for the duration of your stay and that may be for longer than 7 years.

In all cases, individuals have the right to:

- Know what, how, where and for how long data is used
- See what data is being held
- Fix any errors in data held
- Choose to have data erased
- Stop data being used for certain purposes
- Move a copy of the data elsewhere
- Complain about how data is used

To make enquiries about the data held or about our processing of personal information, please contact us on 01256 473634 or at office@viabes.org.uk.