

# Surrey Transgender Support: Data Protection & GDPR

Surrey Transgender Support is a not-for-profit organisation that runs events for the support of the transgender community and their family and friends. In so doing, Surrey Transgender Support collects necessary data from attendees to facilitate the running of events. The organisation only holds information for advertising, marketing and public relations in connection with its core business; this may include past, existing or present attendees or suppliers.

As Surrey Transgender Support only processes personal data for core business purposes, it is exempt from registration with the Information Commissioner's Office (ICO).

## GDPR Privacy Notice

### Our contact details:

Name: Surrey Transgender Support  
Phone Number: 07525 448287  
E-mail: admin@surreytransgendersupport.com

### What type of information we have:

We currently collect and process the following information: name and contact details, details of bookings and photographs taken during our events; the latter is subject to our photograph policy and will only be taken and used with the consent of attendees.

### How we get the information and why we have it:

The personal information we process is provided to us directly by you for one of the following reasons: to facilitate running events, obtaining feedback and distributing photographs taken with consent.

On some occasions, we also receive personal information indirectly, for example when a third party makes a booking on your behalf.

### Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a. Your consent. (You can remove your consent at any time. You can do this by contacting us using the details above.)
- b. We have a contractual duty.
- c. We have a legitimate interest.

### What we do with the information we have:

We use the information that you have given us to organise and run events.

We will only share this information (in part or in full) if there is a legal duty to do so, or if we have your clear written or electronic consent.

## **How we store your information:**

Your information is securely stored on a secure private server.

Unless you give written or electronic consent we keep your personal data for a maximum period of 18 months. We will then dispose of your information (or the parts for which you have not given consent) by erasing it from our servers (including the backup server).

## **Your data protection rights:**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details above if you wish to make a request.

## **How to complain:**

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephoning 0303 1231113.

Prepared by Richard Higham on behalf of Surrey Transgender Support.

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