

Society of St Stephen's House, ROPA document - SJE Arts supporters, volunteers and friends

ID.	Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal Conviction Grounds	Criminal conviction grounds (further information)
1	Contact details (name, current and historic addresses, telephone numbers), as amended from time to time.	We obtain this data from you, very occasionally from Third party	In order to be able to contact volunteers and friends and continue to develop the ongoing relationship between them and SJE Arts. We continue to hold historic addresses insofar as it may facilitate contact, and may represent additional properties used by a volunteer or supporter. They also assist in our checks on the accuracy of our records.	For as long as we need to retain contact with the supporter	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interest in SJE Arts maintaining contact information in order to facilitate communication between us.	N/A		N/A	
2	Information about your health, dietary requirements and/or disabilities.	We obtain this data from you	When we consider what reasonable adjustments to make, or we need to take account of any dietary requirements you have (whether for medical or belief reasons), when planning for you attendance at SJE events. Further, if you request that we cease to contact you, we will record the reason you give (if any) for statistical purposes.	For as long as we need to retain contact with the supporter	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	Processing is necessary for compliance with equality law, and/or food safety law. We are also required to implement and check compliance with certain policies regarding our activities in recruitment of supporters. We, and you, also have a legitimate interest in ensuring that you receive an appropriate service and treatment in your interactions with us, including in our ability to proactively offer you facilities designed to meet your needs.	Substantial public interest under the UK Data Protection Act 2018	Where it processes special category data for these purposes, SJE Arts is exercising functions conferred under the Equality Act 2010 and/or pursuant to its obligations under health and safety legislation. The processing is necessary for reasons of substantial public interest, namely that SJE Arts must comply with statutory obligations concerning equal opportunity as applying to The Society of St Stephen's House, and to make reasonable adjustments, and to comply with its health and safety obligations.	N/A	
3	Records of participation in concerts and other events at SJE Arts.	We obtain this data from you We generate this data about you	To maintain a record of SJE Arts functions, which may be relevant to you individually, and which is also part of the College's record of what SJE Arts has achieved over time. We also add the facts of your memberships/interests, activities and achievements onto our database, to ensure we offer a personalised experience in our relationship with you.	For a period of five years	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	SJE Arts, and by extension The Society of St Stephen's House, has a legitimate interest in maintaining a record of its cultural life. We, and you also have a legitimate interest in ensuring that we have a positive and well-informed ongoing relationship.	Processing relates to personal data which you have manifestly made public	To the extent that special category data is retained, this will be data that you have made public via your support of SJE Arts, and attendance at and participation in events.	N/A	
4	Opinions and comments made by you on SJE Arts events, as expressed in communications with the College (to the extent recorded)	We obtain this data from you	The views, ideas and concerns of supporters help to guide College development activities. Such comments would only be recorded in relation to a specific person where we have been clear that the relevant survey is not anonymous, or where the relevant opinions were expressed in correspondence which is retained. The College uses supporter comments to evaluate the success of events, activities, and to shape future strategy.	For as long as we need to retain contact with the supporter	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in operating a proactive, positive and engaged development program.	N/A		N/A	
5	Correspondence with you	We obtain this data from you	To hold an accurate record of our communications with you to ensure we can maintain continuity in our lifelong relationship with our supporters.	For as long as we need to retain contact with the supporter	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We, and you, have a legitimate interests in the College holding a full record of our correspondence with you, which can be referred back to over the course of our relationship.	N/A		N/A	
6	Biographical information, including your interests, achievements, employment history and details of your current role with respect to SJE Arts	We obtain this data from you We generate this data about you	To understand your interests, circumstances and occupation, in order to deepen our ongoing relationship with you and ensure that the level and nature of your support and assistance to SJE Arts is appropriate. We may also be required by law, in certain specific circumstances, to process this information.	For as long as we need to retain contact with the supporter	Processing may rarely be necessary for compliance with a legal obligation Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	We have a legitimate interest in pursuing a positive long term relationship with our supporters.	Explicit consent	We avoid storing any special category data on a record relating to religious beliefs, political persuasion. However, it is possible that there might be information attached to a supporter's record, in a note, in some correspondence from the alum themselves, etc that could provide an indication of such beliefs (e.g. letter from Reverend on headed paper from Church).	The processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018	Further processing activity carried out by SJE Arts or by the Society of St Stephen's House which relates to criminal offences or allegations involving donors and supporters including prospective donors and supporters (for example, in relation to money laundering or bribery offences) may also be carried out for the purposes of: 1. complying with, or assisting other persons to comply with, a regulatory requirement which involves [College/PPH] taking steps to establish whether another person has: a. committed an unlawful act, or; b. been involved in dishonesty, malpractice or other seriously improper conduct; and 2. In the circumstances, SJE Arts or the Society of St Stephen's House cannot reasonably be expected to obtain your consent to the processing, and the processing is necessary for reasons of substantial public interest.
7	Records of your attendance at SJE Arts events: photographs and written records of events and outcomes.	We generate this data about you Third party	To maintain a record of SJE Arts operations, which may be relevant to you individually and which is also part of the College's own record of what members have achieved over time.	For as long as we need to retain contact with the supporter	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	SJE Arts has a legitimate interest in maintaining a record of its cultural life.	Processing relates to personal data which you have manifestly made public	To the extent that special category data is included in the information stored, this will be data that the relevant alum has made public.	N/A	