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## 1. Introduction to Charityshare

### 1.1. Who are we

Charityshare is an award-winning limited company owned by its member charities and built on an ethos of "achieving more by working together".

Charityshare's vision is to deliver fit-for-purpose information technology services in a cost-effective, shared fashion that is agile and scalable.

Charityshare's technology strategy summary is:

- Technology As An Enabler
- Connected & Collaborative
- Fostering Innovation
- Delivering Value

### 1.2. What we do

We provide the following services to our Charities;

- IT Infrastructure
- IT Support
- Cloud Services
- Project Management
- Service Delivery
- Infrastructure Security and advice
- Operations management

### 1.3. What personal data we process

#### 1.3.1. Personal Data for Suppliers

The personal **data we collect** for Suppliers are as follows;

- Contact details

This is used for the **purpose** of purchasing supplies and/or services.

Our **legal basis** for processing for the personal data is in accordance with the EU GDPR Article 6(1)(f) "processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child"

The legitimate interests pursued by Charityshare, is to be able to contact the suppliers to purchase products and/or services as required.

#### 1.3.1.1. Disclosure

Charityshare do not disclose any personal information to third parties who are located outside of the EU.

#### 1.3.1.2. Retention period

The contact details of suppliers are retained until the end of the supplier relationship.

## **2. Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

### **2.1. Right of access**

You have the right to request a copy of the personal information that we hold about you.

### **2.2. Right of rectification**

You have a right to correct data that we hold about you that is inaccurate or incomplete.

### **2.3. Right to be forgotten**

In certain circumstances you can ask for the personal data we hold about you to be erased from our records. These include;

- a) the personal data are no longer necessary in relation to the purposes for which they were collected
- b) you withdraw your consent on which the processing is based and where there is no other legal ground for the processing your personal data;
- c) you objects to the processing pursuant and there is other legitimate grounds for the processing, or you objects to the processing pursuant to the Right to object (see section 2.6 below)
- d) the personal data we hold has been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation

### **2.4. Right to restriction of processing**

Where the one of the following conditions apply you have a right to restrict the processing of your personal data;

- a) the accuracy of the personal data is contested, the processing will be restricted for a period of time to enable Charityshare to verify the accuracy of the personal data;
- b) the processing is unlawful and the you opposes the erasure of the personal data and you request the restriction of the use instead;
- c) when Charityshare no longer requires the personal data for the purposes of the processing, but they are required for your defence of legal claims;
- d) You have objected to processing pursuant to the Right to object (see 2.6 below) pending the verification of legitimate grounds.

### **2.5. Right of portability**

You have the right to have the data we hold about you transferred to another organisation.

### **2.6. Right to object**

You have the right to object to certain types of processing such as direct marketing, profiling as well as processing based on legitimate interest or public interest.

### **2.7. Right to object to automated processing, including profiling**

You also have the right to be object to the legal effects of decisions based solely on automated processing or profiling.

### **2.8. Right to judicial review**

In the event that Charityshare refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain See section 3 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

### 3. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Charityshare for third parties, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Charityshare's GDPR Owner.

The details for each of these contacts are:

	ICO Contact details	GDPR Owner contact details
Contact Name:	Elizabeth Denham	Neil Mansoor
Company Name:	Information Commissioners Office	Charityshare Ltd
Address	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	4th Floor 1 Thomas More Square London E1W 1YN
Email:	<a href="mailto:caseworker@ico.org.uk">caseworker@ico.org.uk</a>	<a href="mailto:dp.complaints@charityshare.org.uk">dp.complaints@charityshare.org.uk</a>
Telephone:	0303 123 1113 or 01625 545 745	020 3437 1343