



Privacy Notice

This Privacy Notice explains when and why we collect personal information about you, how we use it and the conditions under which we may disclose it to others. Your personal data is defined as any information that can directly or indirectly identify you. This notice also explains how we keep your data safe and secure and includes information you need to know about your rights and how to exercise them. If you have any questions regarding our Privacy Notice and our use of your personal data, or would like to exercise any of your rights, please get in touch via the following information:

Email us at secretary@omv.org.uk

1. Who are we?

We are the Order of Malta Volunteers (OMV) and for the purposes of UK Data Protection Law, we are registered with the ICO.

2. Personal data collected, how and why we collect it, and on what lawful basis

Please click on the relevant appendices below

Appendix 1 – [Volunteers](#)

Appendix 2 – [Guests](#)

Appendix 3- [Fundraising and Marketing](#)

3. Your Rights

Under data protection laws in the UK and EU, you have certain rights over the personal information that we hold about you. If you would like to exercise your rights, please get in contact via any of the details listed above. Here is a summary of the rights we think apply:

a. Right to be Informed

You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this information out, however, if you would like further information please get in touch.

b. Right of Erasure – also known as the right to be forgotten

You may ask us to delete some or all of your information we hold about you. Sometimes where we have a legal obligation we cannot erase your personal data.

c. Right to Object

You have the right to object to processing where we are using your personal information such as where it is based on legitimate interests or for direct marketing.

d. Inaccurate personal information corrected

Inaccurate or incomplete information we hold about you can be corrected. The accuracy of your information is important to us and we are working on ways to make this easier for you to review and correct the information that we hold about you. If any of your information is out of date or if you are unsure of this, please get in touch through any of the contact details listed in this notice.

e. Right of restriction

You have a right to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy, or we are not lawfully allowed to use it.

f. Right to Access your information

You have a right to request access to a copy of your personal information that we hold about you, along with the information on what personal information we use, why we use it, who we share it with, how long we keep it for and whenever it has been used for automated decision making. You can make a request for access free of charge and proof of identity is required.

g. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right to question the outcome of automated decisions that may create legal effects or create a similar significant impact on you. Currently, we do not undertake automated decision making.

h. Portability

You can ask us to provide you or a third party with some of the personal information that we hold about you.

i. Right to withdraw consent

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data .

4. Transferring your information outside of the United Kingdom

Where personal data is stored outside of the UK and the EEA, safeguards to protect personal data may include but are not limited to the UK Addendum used in conjunction with the EU Standard Contractual Clauses (SCCs), or UK International Data Transfer Agreement (IDTAs). Such safeguards will be subject to Transfer Risk Assessments (TRAs).

5. Complaints procedure

If you are unhappy with the way we process your data, please get in touch by using the contact method above. You can also make a complaint to the Information Commissioner's Office (ICO) which regulates the use of information in the UK. They can be contacted at 0303 123 1113 or you can write to them at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

6. Confidentiality and data sharing:

When sharing information with third parties, we have data sharing, processor agreements or contracts in place to ensure data is not compromised. These third parties have implemented appropriate technical and organisational measures to ensure the security of your data. The organisations we work with collaboratively could be based in different countries and on certain occasions we share information with them.

7. Changes to our Privacy Notice

This privacy notice is kept under regular review. If we make any significant changes to the way in which we process your information, we will let you know by either reaching out to you or posting a banner on the website.

APPENDIX 1 – Volunteers

1. How and when do we collect information about you?

You provide several pieces of data to us directly during your engagement with us, including your name, email, contact details, and other categories of information.

We collect such information through any volunteer applications you may fill to become a volunteer at our organisation. We may also use this information for marketing purposes to inform you of our services or fundraising opportunities.

2. Why we collect such information and the lawful basis we use?

We rely on legitimate interests as our lawful basis to process your information for our administrative tasks. The lawful basis we use to process any DBS applications is legitimate interests, along with Art 10 of UK GDPR, DPA 2018 Schedule 1, Part 2, paragraph 10 - Preventing or detecting unlawful acts.

If we process any special categories of information, we rely on substantial public interest.

3. How long we keep your data?

We keep your information for 4 years after your engagement with us.

APPENDIX 2 – Guests

1. How and when do we collect information about you?

We collect data from you when you engage with us for our events or for pilgrimages, which includes basic information such as name, contact details, letter from your GP, next of kin, dietary restrictions etc.

We collect such information directly from you at the start of, or during your engagement with us.

2. Why we collect such information and the lawful basis do we use?

We mainly rely on legitimate interest as our lawful basis for processing your personal data for the main activities we provide.

When we process health information, the lawful basis is consent. If we process any special categories of information we rely on substantial public interest.

3. How long we keep your data?

We keep your information for a period of 4 years after engagement.

APPENDIX 3 – Fundraising and Marketing

1. How and when do we collect information about you?

We collect your information when you sign up for our fundraising events, which includes name, email address, reasons to engage, contact preferences as well as any photographs of you from the event. We may also collect information if you make any donation to the organization.

This information is used to communicate any updates on the events, deal with enquiries and process the donations. We may also use this information for marketing purposes to inform you of our services or fundraising opportunities.

2. Why we collect such information and the lawful basis do we use?

We rely on our legitimate interest to process this data. If you agree that we can claim Gift Aid on your donations we are legally required to keep a record of the claim and your Gift Aid declaration.

We will only send you fundraising and marketing communications by email, text or other electronic message if you have provided your consent. You may opt-out of our fundraising and marketing communications at any time.

3. How long we keep your data?

Your information will be stored for 12 years post engagement.