



## Believing in young people

### Oxygen Data Privacy Notice

#### 1. **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### 2. **Who are we?**

Oxygen is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. **How do we process your personal data?**

Oxygen complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services related to Oxygen and/or children and youth

#### 4. **What is the legal basis for processing your personal data?**

Explicit consent of the data subject so that we can keep you informed about news, events and activities.

Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

#### 5. **Sharing your personal data**

Your personal data will be treated as strictly confidential, only shared within the Oxygen Team. We will not share your data with third parties.

#### 6. **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the Youth For Christ Data Protection Policy. Specifically, data will only be kept for no longer than is necessary for the purpose for which the personal data is processed.

#### 7. **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Oxygen holds about you.
- The right to request that Oxygen corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Oxygen to retain such data.
- The right to lodge a complaint with the Information Commissioners Office.

#### 8. **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### 9. **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Controller, Oxygen, St. Peters Hall, London Road, Kingston Upon Thames, Surrey, KT2 6QL. Telephone: 0208 547 0566. Email: [info@oxygen-online.org](mailto:info@oxygen-online.org)

You can contact the Information Commissioners Office on 0303 123 1113, via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

#### **Additional Information – Website Specific**

Our website address is: <https://www.oxygen-online.org>

#### **Comments**

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Visitor comments may be checked through an automated spam detection service.

#### **Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

#### **Cookies**

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

#### **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

#### **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

#### **Instagram Feed WD**

Instagram Feed WD plugin uses Instagram API on website front end. All the data received from Instagram via API is cached in WordPress database for some short period to provide front end optimization. Instagram saves some cookies in browsers of website visitors via API data. These cookies are mostly used for security purposes. They are regulated under terms of Instagram's [Privacy Policy](#)."