



Cyngor Gwasanaethau Gwirfoddol Sir  
Ddinbych  
Creu Cymunedau Cryf trwy Weithredu  
Gwirfoddol  
Denbighshire Voluntary Services Council  
Building Resilient Communities through  
voluntary action

DenbighshireVolunteers.net



GwirfoddolwyrSirDdinbych.net



Cefnogi Trydydd  
Sector Cymru  
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**Hysbysiad preifatrwydd ar gyfer rhanddeiliaid, defnyddwyr y gwasanaeth, hyfforddeion, gwirfoddolwyr a'r rhai sy'n bresennol mewn digwyddiadau.**

### **Eich data personol – beth yw ystyr hyn?**

Mae data personol yn golygu unrhyw ddata sy'n ei gwneud yn bosibl adnabod unigolyn byw. Mae prosesu data personol (casglu, storio, defnyddio, newid, rhannu neu ddifa gwybodaeth personol) yn cael ei lywodraethu gan Reoliad Diogelu Data Cyffredinol 2016/679 (sy'n cael ei adnabod fel GDPR).

### **Sut ydym ni'n prosesu eich data personol?**

Mae CCGSDd yn cydymffurfio gyda'i ymrwymiadau dan GDPR trwy gadw data personol yn gyfredol; trwy ei storio a'i ddifa'n diogelu; trwy beidio â chasglu na chadw gormodedd o ddata; trwy ddiogelu data personol rhag ei golli, camddefnyddio, mynediad diawdurdod a'i ddatgelu'n ddiawdurdod, a thrwy sicrhau bod mesurau technegol priodol yn bodoli i ddiogelu data personol.

Rydym ni'n defnyddio eich data personol at y dibenion a ganlyn: –

- Darparu'r gwasanaethau rydych chi wedi gofyn amdanynt gennym ni
- Cydymffurfio gyda gofynion adrodd yn ôl cyllidwyr ein prosiectau
- Gwerthuso effaith gwasanaethau ar unigolion a mudiadau fu'n cymryd rhan
- At ddibenion archwilio a dilysu
- I'ch hysbysu chi am wasanaethau, gweithgareddau neu ddigwyddiadau tebyg gennym ni neu fudiadau Trydydd Sector eraill

### **Beth yw'r sail gyfreithiol ar gyfer prosesu eich data personol chi?**

Caniatâd – gofynnwn am ganiatâd clir i ni brosesu eich data personol at y dibenion a restrwyd uchod. Ni fydd eich data chi'n cael ei brosesu os nad ydym ni'n derbyn eich caniatâd chi i wneud hynny.

### **Rhannu eich data personol**

Ni fydd CCGSDd yn rhannu eich gwybodaeth chi oni bai ein bod ni wedi derbyn caniatâd clir gennych chi i wneud hynny ymlaen llaw. Bydd eich gwybodaeth yn cael ei throsglwyddo yn unig ar gyfer y dibenion y defnyddir eich data personol chi, fel y rhestrir uchod.

Ni fyddwn ni'n throsglwyddo eich gwybodaeth chi i fudiad arall er mwyn iddynt ddefnyddio dulliau marchnata uniongyrchol o'ch rhan chi neu eich mudiad chi.

### **Pa mor hir rydym ni'n cadw eich data personol chi?**

Ni chedwir eich data'n hirach na'r cyfnod sy'n ofynnol i gwblhau dibenion prosesu eich data,

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fel y rhestrwyd uchod.

## Eich hawliau chi o ran eich data personol chi

Mae gennych chi'r hawliau isod yng nghyswllt eich data personol:

- Yr hawl i ofyn am gopi o'ch data personol chi a gedwir gan CGGSDd;
- Yr hawl i ofyn i CGGSDd gywiro unrhyw ddata personol os canfyddir ei fod yn anghywir neu'n hen;
- Yr hawl i ofyn am ddileu eich data personol pan nad yw'n angenrheidiol i CGGSDd gadw'r data mwyach;
- Yr hawl i ofyn i CGGSDd ddarparu eich data personol i chi a, lle bo'n bosibl, i drosglwyddo'r data'n uniongyrchol i reolydd data arall;
- Yr hawl, lle bo anghydfod yng nghyswllt cywirdeb neu brosesu eich data personol, i ofyn am gyfyngu ar unrhyw brosesu pellach;
- Yr hawl i wrthwynebu prosesu eich data personol;
- Yr hawl i gyflwyno cwyn i Swyddfa'r Comisiynydd Gwybodaeth.

## Trosglwyddo data dramor

Lle bo CGGSDd yn defnyddio plattfformau y tu allan i'r Deyrnas Unedig i brosesu data (megis Survey Monkey), rydym wedi bodloni ein hunain bod y plattfformau hyn yn cadw at fframweithiau cydnabyddedig, megis yr 'EU-US Privacy Shield Framework', a gyflwynwyd gan y Comisiwn Ewropeaidd ac Adran Fasnach yr Unol Daleithiau ynghylch casglu, defnyddio a chadw data personol gan aelod wledydd yr Undeb Ewropeaidd, a bod ganddynt fesurau digonol yn eu lle i ddiogelu eich data chi a chydymffurfio gyda GDPR.

## Gwneud penderfyniadau'n awtomatig

Nid ydym yn gweithredu gwneud penderfyniadau'n awtomatig gyda'ch data personol chi.

## Prosesu ychwanegol

Os ydym ni'n dymuno defnyddio eich data personol chi at ddiben newydd, nad yw wedi'i gwmpasu gan yr Hysbysiad Diogelu Data hwn, yna fe wnawn ni ddarparu hysbysiad newydd i chi'n esbonio'r defnydd newydd hwn cyn i ni ddechrau'r prosesu, ac yn nodi'r dibenion perthnasol a'r amodau prosesu. Lle a phryd bynnag y bo'n ofynnol, gwnawn geisio eich caniatâd chi cyn y prosesu newydd.

## Manylion cyswllt

Er mwyn gweithredu eich holl hawliau perthnasol, gofyn cwestiynau neu gyflwyno cwyn, dylech gysylltu gyda CGGSDd i ddechrau ar 01824 702 441 neu trwy e-bost i [office@dvsc.co.uk](mailto:office@dvsc.co.uk) neu'r post i Ganolfan Naylor Leyland, Stryd y Ffynnon, Rhuthun, LL15 1AF.

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## Privacy notice for service users, trainees, volunteers and event attendees

### Your personal data – what is it?

Personal data means any data which identifies a living person. Processing personal data (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation 2016/679 (known as GDPR).

### How do we process your personal data?

DVSC complies with its obligations under 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 deliver the services you've requested from us
- To fulfil the reporting requirements of our project funders
- To evaluate the impact of services on the individuals and organisations who took part
- For audit and verification purposes
- To inform you about similar services, activities or events from ourselves and other Third Sector Organisations

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

Consent – We ask that clear consent is given for us to process your personal data for the purposes listed above. Your data will not be processed should we not receive your consent to do so.

### Sharing your personal data

DVSC will not pass on your information unless we have received your clear consent to do so beforehand. Your information will only be passed on in order to complete the purposes for which we use your personal data as listed above.

We will never pass on your information to another organisation for them to market directly to you or your organisation.

### How long do we keep your personal data?

Your data is kept for no longer than necessary to complete the purposes for processing your data as listed above.

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## Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the DVSC holds about you;
- The right to request that DVSC 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 DVSC to retain such data;
- The right to request that DVSC provides you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## Transfer of Data Abroad

Where DVSC uses platforms outside the UK to process data (such as Survey Monkey), we have satisfied ourselves that these platforms adhere to recognised frameworks, such as the EU-US Privacy Shield Framework, as set forth by the European Commission and the US Department of Commerce regarding the collection, use and retention of personal data from European Union member countries, and have adequate measures in place to protect your data and comply with GDPR.

## Automated Decision Making

We do not carry out automated decision making with your personal data.

## 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 before we start 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.

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## Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact DVSC on 01824 702441 or via email [office@dvsc.co.uk](mailto:office@dvsc.co.uk) or at Naylor Leyland Centre, Well Street, Ruthin, LL15 1AF

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