

## **General Data Protection Regulation (GDPR) - Privacy Notice**

One of the biggest changes to UK data privacy law comes into effect on 25 May 2018. The General Data Protection Regulation (GDPR) means that you will have more control over how your data is used. And it ensures that organisations take greater care in protecting your personal data. To reflect these changes and new obligations, here is our privacy notice which tells you what we do with your personal data, how it is used and your rights as an individual under the new law.

The Trust carefully considers:

Why are we holding the data?

How did we obtain it?

Why was it originally gathered?

How long will the Trust retain it?

How secure is it, both in terms of encryption and accessibility?

Do we share it with third parties, and on what basis?

The Trust holds only essential member data, such as names, addresses, contact details, types of membership, membership payment amounts, dates pertinent to membership records, and Gift Aid details. The data is used for the Trust's legitimate interests, specifically membership records, membership payment tracking and renewals. The data is also used for Trust-related communication, such as notices of Trust meetings, significant announcements or reaching out to members with special messages or requests. The data is not used for ordinary marketing to members or routine requests for additional donations. We do not share your data with other organisations in the UK or abroad. We retain basic membership data for up to ten years; you have the right to request at any point that the Trust delete your data, should you discontinue your membership.

This is how the Trust controls access to our members' data:

We store members' details on an Excel spreadsheet which is password protected, exists in only one version and is restricted to two directors.

As noted above, we store only the data we need to undertake Trust business with you and for significant member communication.

The Trust has up-to-date, data and virus protection on laptops, mobiles and all digital media where member data may be stored.

The Trust has a designated director responsible for Data Protection.

If you believe that your data is being misused then please contact in the first instance the ICO (Information Commission Office, website <https://ico.org.uk/> Report A Concern tab at the top of the website). If you are not satisfied with the outcome, you are entitled to contact the European data protection website European Data Protection Supervisor - The EU's independent data ...