



St Kyneburgha Building Preservation Trust Privacy Policy

On 25th May 2018, the General Data Protection Regulations (the GDPR) came into force, which place new restrictions on how organisations hold and use individuals' personal data and define their rights in relation to that data.

We collect personal data as defined by the GDPR. This privacy policy explains what happens to any personal data that you provide to us, or that we collect from you. Any personal data you provide to us will only be used in accordance with this policy.

What we collect and record:

Personal contact data: the personal data we collect might include name, email address, postal address, and telephone number.

Correspondence: we may record correspondence, including any requests for information or any feedback we receive from you.

Website traffic: we may also gather general information about the use of our website, such as which pages users visit or are of most interest. We may also track which pages users visit when they click on links in emails. We may use this information to improve our website and your experience of it. Where possible we do this in a way so as not to identify individual users.

Payment information: we record the amount, date, method of payment, and what the payment was for. We may retain a copy of your standing order mandate, if you have provided one, and of your Gift Aid declaration form, if you have registered for Gift Aid.

We hold your personal data for the following reasons:

- For general administration: which includes regular giving, donations, payments for our events and publications or other materials; statistics on attendance at our events, numbers of friends and benefactors; and keeping you informed of our activities.
- To assist in determining the future direction and activities of the Trust, including proposed events and projects.
- To promote our aims.
- To provide you with details of our aims, events, products and activities. We will periodically send out newsletters and details of particular publications, products or events by email, or by post.



How long will we keep your personal data?

We will retain your contact details for as long as you remain a friend or benefactor.

If you notify us that you no longer wish to be involved or to hear from us then your personal data will be deleted from our database. Any other non-financial information personal to you will be deleted or destroyed.

Financial information concerning receipts and payments, including Gift Aid declarations and related information necessary to support Gift Aid claims, will be retained for as long as we are legally obliged to do so.

Do we share your personal data?

We will not share, sell or supply to others any data we hold about you. The only exceptions, where relevant, are in respect of any standing order mandates that you provide to us and we need to forward to your bank, any information that we are obliged to provide to HMRC, any information we must supply under a legal obligation, and by our use of the computer software, for communications to you.

Controlling your personal data

We want to ensure that your personal data is accurate and up to date.

Please contact us at personaldata@castorchurchtrust.co.uk if:

- any of the information that you have provided changes
- you wish to change the way we contact you (e.g. to receive only emails or only post)
- you wish to receive a copy of the personal data which we hold about you. (If so, please include your correspondence address in the request as we will not send a copy to you unless the name and address match our records.)
- you believe that any of your personal data is incorrect or incomplete
- you want us to delete your personal data

We will action your request as soon as possible. If you have any concerns as to how we handle your personal data, you do have the right to lodge a complaint with the Information Commissioner's Office.

Data security

We wish to ensure that your data is secure. Your data is held on a combination of paper file and on computers that are firewall protected and have active up to date virus and



malware attack protection. The database that the computer information is stored on is password protected.

Our website

Our website operates over a secure connection, does not use cookies, and is actively updated. If anything is incorrect, please contact personaldata@castorchurchtrust.co.uk

Links to other websites

Our website may contain links to other websites which we consider may be of interest to you. We do not have any control over those websites, their content, security or any links from those sites and they are not governed by our privacy policy. We cannot be responsible for the protection and privacy of any information which you provide when accessing such sites. Please review the privacy statement which should be contained on those websites.

Changes to this policy

Any changes we may make to our privacy policy will be posted on this page and, where appropriate, notified to you by e-mail. Please check regularly for any updates or changes. By continuing to use our website you will be deemed to have accepted such changes.

This privacy policy was approved by Trustees in June 2019 and will be reviewed every two years or as a result of any changes to the law which might affect the content of the policy.

SKBPT June 25th 2019