



## **NORFOLK CHURCHES TRUST DATA PRIVACY STATEMENT**

*Preservation of your privacy is important to the Norfolk Churches Trust and we are committed to letting you know how we use your personal information and to making only responsible use of your data.*

### **1. Who are we?**

1.1 The Norfolk Churches Trust (the Trust) is a charity registered in England and Wales (Registered Charity number 271176), and a Limited Company (Registered Company no 1247797)

1.2 The Norfolk Churches Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **2. Information about you**

2.1 We are obliged to collect personal information (data) from you when you or your organisation enquire about our activities, register as a member with us or make a donation to the Trust. This may include your name, title, email address, physical address, telephone numbers and job title.

2.2 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").

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

3.1 The Norfolk Churches Trust 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.

3.2 The Trust uses your personal data solely for the following purposes:

- To administer membership records
- To fundraise and promote the interests of the charity
- To maintain our own accounts and records (including the processing of Gift Aid)
- To inform you of news, events and activities organised by the Trust
- To manage our volunteers and employees

3.3 The Trust does not share your personal data with any third parties.

#### **4. Security**

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications from us may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

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

- The right to request a copy of your personal data which the Trust holds about you;
- The right to request that the Trust corrects any personal data which is inaccurate or out of date;
- The right to request your personal data is deleted where it is no longer necessary for the Trust to retain it;

#### **6. Keeping your personal data up to date**

6.1 Please contact the Membership Administrator of the Trust to correct or update any information, or if you would like information deleted from our records.

This can be done by email: [membership@norfolkchurchestrust.org.uk](mailto:membership@norfolkchurchestrust.org.uk); or by post to the Trust's Registered Office at Manor Farmhouse, Diss Road, Tibenham, Norwich NR16 1QF

***This privacy policy may be updated from time to time, so please check it periodically.***

February 2018