

GRETTON TOWER TRUST

PRIVACY NOTICE

(Created April 2018)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we may process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who am I?

Gretton Tower Trust, (the Trust) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

Our Data Protection Officer is

Paul White

Old Tower Cottage

Gretton

Cheltenham

GL54 5EU

01242 604287

Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer (above)

How we collect information from you and what information we collect

We collect information about you:

- From any correspondence you may send to us.
- From your Gift Aid forms.

We collect the following information about you:

- Name and address

Why we need this information about you and how it will be used

We need your information and will use your information:

- to claim Gift Aid back from your charitable donations made directly to the Trust from HMRC.
- if requested by you to record your name (Name only) in a Roll of Honour of fundraisers to be placed in a time capsule in the restored Tower.

Sharing of Your Information

The information you provide to us will be treated as confidential

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent, nor use your information for any kind of marketing.

Transfers outside the UK and Europe

Your information will only be stored within the UK.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Hard copy Data will be kept in a secure locked environment and will only be accessible to authorised staff.

Electronic data will be kept on equipment secured with minimum two level security.

Hard copy data will be destroyed to the requirements as set out in the ISO 9001 Standard, BS EN 15713 - the European standard for Information Destruction.

We will ensure all redundant personal and company electronic data is non-recoverable from any computer system used within the organisation.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (We may be legally required to hold some types of information for tax and auditing purposes.)

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold

If you would like to exercise any of your rights above please contact us at **toweratgretton@gmail.com**

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

Scotland:

The Information Commissioner's Office –
Scotland

45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Wales:

Information Commissioner's Office
2nd floor, Churchill House
Churchill way, Cardiff, CF10 2HH
Telephone: 029 2067 8400
Email: wales@ico.org.uk

Northern Ireland:

Information Commissioner's Office
3rd Floor, 14 Cromac Place

Belfast, BT7 2JB

Telephone: 028 9027 8757

Email: ni@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.