

## **CITY OF WINCHESTER TRUST DATA MANAGEMENT**

CWT collects data from Members when they join by using an application/consent form and a Standing Order Request form.

The data is recorded from the forms into a spreadsheet of Members held by the Trust Secretary. This consists of:-

Membership No., Title, First Name, Surname, Address, Post Code, Telephone No., Email Address, Joining Date, Gift Aid Date. Type of Member (Life, family, Double, Single, Corporate), Banked standing Order, amount paid.

Consent to use address, telephone No., email address.

Consent to use a Bulk email service for email address mailing.

This data is held until a Member leaves CWT, when it is deleted from the spreadsheet. At any time a Member can change their data or consents by contacting the Membership Secretary and also ask for a copy of their data.

The paper application/consent forms will be archived as proof of the original application/consent meeting GDPR requirements. The data will only be used for the following activities:-

- To store it securely for membership purposes.
- To communicate with you as a CWT member.

The Standing Order form will be sent to the Member's Bank to arrange the Standing Order.

Some of the data held in the Spreadsheet will be extracted and used for the following purposes:-

1. To mail copies of the paper TrustNews and AGM report etc. This is done by Council members and does not involve data passing to third parties.
2. To email Members using a bulk email service.

For existing members, at May 2018, you will be asked to confirm the required consents. This data will be used to update the Membership spreadsheet and then the data archived as proof of the consent meeting GDPR requirements. For future members consent will be obtained in a revised application form and then added to the Membership spreadsheet and archived as proof of appropriate consent.

More information is available in the CWT Data Privacy and Data Protection Policies.