

City of Winchester Trust Privacy Policy

City of Winchester Trust treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information' and applies to all stakeholders (members, employees and volunteers).

When you join you are asked to provide certain information when you complete an Application Form. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.

We will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

We use your data:

- To provide our activities and services to you.
- For administration, planning and management of our Trust.
- To monitor, develop and improve the provision of our Trust activities.

We will send you messages by email, telephone and post to advise you of our activities and other activities which the Council feel would be of interest to stakeholders.

We may disclose data about you:

- Internally to Committee members as required to run our activities.
- HMRC via Gift Aid claims

Where we need to share your information to anyone outside of our Trust we will seek your permission and inform you as to who the data will be shared with and for what purpose.

We keep your data so that we can provide our services to you. Your data will not be stored for longer than required to meet the needs of your stakeholdership.

To ensure the data we hold is accurate and up to date, stakeholders need to inform us about any changes to their data. You can do this by contacting the Trust Secretary by email or telephone at any time, details are in every TrustNews and on the Website

Should you wish to view the data that we hold on you, you can make a request by contacting the Trust Secretary. We will usually respond within 14 days of the request being made.

We have in place security safeguards to protect your data against loss or theft, as well as unauthorised access. Your stakeholder data is held on a spreadsheet and only accessed by Council members – as appropriate.

This policy is available on our website or can be requested in paper form from the Trust Secretary. If we make any material changes we will make members aware of this via the regular TrustNews.

If you have any queries about this policy, or have any complaints about our privacy practices, please contact our Trust Secretary by email or telephone.

Policy review date: 03/20

City of Winchester Trust Council
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