

Surrey Churches Preservation Trust (SCPT) Privacy Policy for Grant Applications

The SCPT is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you apply to the Trust for a Grant.

The personal information we collect from you

We collect basic personal details such as your name, address, church details, e-mail addresses, telephone numbers, grants to your church and dates paid.

How we use information

We will use your information to correspond with you about your grant application. We will also send you details of Trust General Meetings, Membership activities and similar events that are likely to be of interest to you. Your information may also be shared with our Trustees. This use is in our 'Legitimate Interest' for processing and recoding your grant application. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your information.

Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

We will keep your information indefinitely after you have applied for a Grant. We keep this information because you may wish to take part in the activities of the Trust. However, you can ask us to remove your personal information from our records at any time and we will do so. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How to contact us

Surrey Churches Preservation Trust is the data controller in respect of this data. For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact the Secretary in one of these ways:

By Phone: 01252 716772

By email: sjosmond@gmail.com

By post to Sam Osmond, 34 Long Garden Walk, Farnham, GU9 7HX

1 May 2018