

## **Surrey Churches Preservation Trust (SCPT) Privacy Policy for Ride & Stride**

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 take part in our Ride & Stride.

The personal information we collect from you

We collect basic personal details such as your name, address, church details, amounts donated and Gift Aid status.

How we use information

We will use your information to reclaim tax on Gift Aid donations from HMRC. This use is in our 'Legitimate Interest'. We will not share your information with other third parties.

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

We will keep your information for six years after you have taken part in the Ride and Stride. We keep this information for statutory reasons. 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](mailto:sjosmond@gmail.com)

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

1 May 2018