

Surrey Churches Preservation Trust (SCPT) Privacy Policy for Members and Supporters

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 become a Member or Supporter of the Trust. Members pay a membership fee and Supporters are individuals who are involved in supporting the activities of the Trust. This involvement includes (but is not limited to) individuals attending lectures and church tours and persons applying for Grants. Supporters also include lapsed members, as such members normally wish to remain in contact with the Trust and may wish to renew their membership at a future date.

The personal information we collect from you

We collect basic personal details such as your name, address, e-mail address, telephone number, subscriptions and dates paid, Gift Aid status, standing order details.

How we use information

We will use your information to send you newsletters, letters or emails to give you details of General Meetings, Trust activities and similar events that are likely to be of interest to you. We share your Gift Aid information with HMRC. Your photograph may appear in our Report and Accounts (typically taking part in a Trust activity). Your information may also be shared with our Trustees. This use is in our 'Legitimate Interest'. 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 for a maximum of three years after you cease to be an active member or supporter of the Trust. We keep your information because you may resume your connection with the Trust and take part again in our activities. However, you can ask us to remove your personal information from our records at any time and we will do so (this removal will not apply to any Gift Aid details as we have a statutory duty to retain the information for six years). 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