

Surrey Churches Preservation Trust (SCPT)

Privacy Policy for Members and Supporters

The Surrey Churches Preservation Trust (SCPT) is committed to protecting your personal information and being transparent about how we use it.

This Privacy Policy explains how we collect and use personal information from Members and Supporters of the Trust.

Who this applies to

This policy applies to individuals who:

- become Members (paying an annual subscription)
 - act as Supporters of the Trust
 - attend events such as lectures and church tours
 - apply for grants
 - are former members who wish to remain in contact
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What information we collect

We may collect:

- name, address, email address and telephone number
 - membership subscription records and payment details
 - Gift Aid status and donation history
 - standing order details
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How we use your information

We use your information to:

- administer membership and supporter records
- communicate news, newsletters, meetings, and events
- process donations and claim Gift Aid
- manage Trust activities and participation

Photographs may occasionally be used in our publications (such as the Report and Accounts) where appropriate.

Lawful basis for processing

We process your data under:

- **Contract** – to administer your membership
 - **Legitimate interests** – to communicate with you and promote the Trust's work
 - **Legal obligation** – to process Gift Aid with HM Revenue & Customs
 - **Consent** – where required, including for certain uses of images
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Sharing your information

We do not sell your personal data.

We may share your information where necessary with:

- HM Revenue & Customs for Gift Aid purposes
- banks or payment providers
- Trustees and professional advisers

All such sharing is limited and for legitimate purposes only.

Data retention

We retain your information:

- for up to **three years** after you cease to be an active member or supporter
 - for **six years** where required for Gift Aid and financial records
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Security

We take reasonable steps to protect your personal data from unauthorised access, loss, or misuse.

Your rights

You have the right to:

- access the personal data we hold about you
- request correction of inaccurate data
- request deletion of your data (where appropriate)
- object to or restrict processing
- request transfer of your data

You may request this by contacting us (see below).

Complaints

If you have concerns, please contact us first.

You also have the right to complain to the Information Commissioner's Office.

Changes to this policy

We may update this policy from time to time. Any significant changes will be communicated appropriately.

Contact

Secretary

Surrey Churches Preservation Trust

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