

Surrey Churches Preservation Trust (SCPT)

Privacy Policy for Personal Information

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 what information we collect, how we use it, and your rights under the **UK General Data Protection Regulation (UK GDPR)**.

1. Who we are

The Surrey Churches Preservation Trust (SCPT) is a registered charity supporting the preservation of churches across Surrey.

For the purposes of data protection law, SCPT is the “data controller” of your personal information.

2. When we collect your information

We collect personal information when you:

- apply for membership or become a supporter
- attend events, lectures, or fundraising activities
- make donations (including Ride+Stride)
- apply for a grant
- become a Trustee

Supporters may include former members who wish to remain in contact with SCPT.

3. What information we collect

We may collect:

- name, address, email address, and telephone number
- church or organisational details (where relevant)
- donation history and Gift Aid status
- membership subscription records and payment details (including standing orders)
- grant application information
- Trustee information, including date of birth

We aim to keep all personal information accurate and up to date. Please inform us of any changes.

4. How we use your information

We use your personal information to:

- administer membership and supporter records
 - process donations and claim Gift Aid
 - organise and manage events and activities
 - assess and administer grant applications
 - communicate news, updates, and fundraising information
 - manage Trustee appointments and governance
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5. Lawful basis for processing

We process your personal data under the following lawful bases:

- **Legitimate interests** – to operate and promote the work of SCPT
 - **Contract** – to administer membership and event participation
 - **Legal obligation** – for example, to process Gift Aid claims with HM Revenue & Customs
 - **Consent** – where required, for example for certain communications
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6. Sharing your information

We do not sell your personal data.

We may share information with trusted third parties where necessary, such as:

- payment processors and banks
- accountants or professional advisers
- event booking or email communication platforms

All such providers are required to keep your information secure and only use it for specified purposes.

7. Data retention

We keep personal information only as long as necessary:

- membership and supporter records: for the duration of involvement and a reasonable period afterwards
 - Gift Aid and financial records: typically **6 years** to comply with legal requirements
 - Trustee records: during service and for a reasonable period afterwards
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8. Keeping your information secure

We take appropriate measures to protect your personal data, including:

- restricting access to authorised individuals
 - using secure systems for storage and communication
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9. Your rights

Under UK GDPR, 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)
- restrict or object to processing
- request transfer of your data

To exercise any of these rights, please contact us using the details below.

10. Complaints

If you have concerns about how we use your data, please contact us first.

You also have the right to complain to the Information Commissioner's Office, the UK regulator for data protection.

11. Contact details

If you have any questions about this policy or your personal data, please contact:

Secretary, Surrey Churches Preservation Trust

Email: scptrichardmorris@gmail.com

12. Changes to this policy

We may update this Privacy Policy from time to time. Any changes will be published on our website: <https://www.surreychurchespreservationtrust.org/>