

DATA PRIVACY NOTICE

The Mary Wood Trust

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Mary Wood Trust is the Data Controller, (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees comply with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

We use your data for the following purposes:

- To enable us to provide information regarding the work of the Mary Wood Trust in Uganda;
- To administer contact records;
- To fundraise and promote the interests of the Trust;
- To manage any volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services being run by the Mary Wood Trust;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and process your gift aid donations and keep you informed about any Trust events.

- Processing is necessary for carrying out obligations under employment, social security or social protection law.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - The processing relates only to contacts or former contacts (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent
- Processing is necessary for the performance of a contract or to take steps to enter into a contract with the data subject.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Trustees in order to carry out the work of the Trust, or for purposes connected with the trust. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We will keep your shared personal data, for as long as is necessary in respect of Gift Aid Claims, and also within our email contacts database and also with regard to any other contact with you, for as long as needed, or until otherwise informed that you wish to have your data removed.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Trust holds about you;
- The right to request that the Trust corrects and personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Trust to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

9. Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Trust at: marywoodtrust@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email at: <https://ico.org.uk/global/contact-us/email/>

DRAFT

For MWT use:
Version: 1 Draft
Date approved: N/A
Review date: N/A