

## The General Data Protection Regulation 2016 (GDPR)

# Harberton Church Community Fund Privacy Policy

Reviewed in March 2022, for further review in March 2023



The Trustees of the Harberton Church Community Fund (HCCF) recognise that your privacy is important to you and that you care about how your information is used and shared. We respect and value the privacy of all our event participants and supporters and will only collect and use information in ways that are useful to you and in a manner consistent with your rights and our obligations under the law. This policy applies to our use of any and all data collected by us.

### 1. What Data Do We Collect?

All data is only collected if you voluntarily submit it when attending an event, booking a ticket, completing an HCCF questionnaire or filling in an HCCF form at another time. This may include all or some of the following information (*you only give us the information you want to give us*):

- Your name
- Your address
- Your telephone number
- Your email address
- Your age, where it relates to a specific question – about activities in the church for instance
- Your comments on current activities, fundraising and/or potential future uses of the church.

### 2. How Do We Use Your Data?

We use your data in order to:

- contact you as a participant and/or supporter in order for you to receive regular updates about activities and fundraising
- manage your event bookings
- respond to communications from you.

### 3. How and When Do We Store Your Data?

- We only keep your data for as long as we need to in order to use it as described above in section 2.
- Your data will be stored on the password protected personal computers of Trustees of the HCCF. Your information is only accessed by Trustees of HCCF who have a reason to do so, in the course of carrying out the work of HCCF.
- No personal information is collected or stored on any website.

### 4. Do We Share Your Data?

We do not share your data with anyone else and have no intention of doing so.

### 5. How Can You Access Your Data?

You have the legal right to ask for a copy of any of your personal data held by us (where such data is held) on payment of a small fee which will not exceed £10. If at any time you wish to withdraw your consent for HCCF to hold the information you have given, your contact details will be deleted upon receipt of written communication from you. However, this will seriously affect our ability to keep you updated on what is happening with a key community resource in Harberton.

### Contacting Us

If you have any questions about this Privacy Policy or the information we hold about you please contact our designated Data Protection Officer, Celia Atherton (Chair of HCCF) via our email address: [harbertonccf@gmail.com](mailto:harbertonccf@gmail.com)