



Great Ouse Valley Trust (GOVT)

Privacy Policy

1. Introduction

This Privacy Policy sets out how we use and protect any personal information that is given to us and has been drawn up in line with the requirements of the General Data Protection Regulations, which came into force on 25 May 2018.

- If we are provided with information by which the provider can be identified, we will use that information only for the purpose stated when it is shared with us
- The information will be stored in a secure manner
- The information will not be passed on to any third party without explicit consent
- In all communications we send out, we will give the option to review choices and to opt-out of further communications and/or to delete all details permanently

GOVT's Privacy Policy sets out the ways GOVT processes members and supporters personal information.

2. The Objects of GOVT

To promote for public benefit the conservation, restoration, and enjoyment of the landscape, wildlife and heritage of the Great Ouse Valley and environs in the county of Cambridgeshire.

3. Use Made of Personal Information

Personal information collected and processed by GOVT may be used for the following purposes in accordance with our constitution:

- Administer your donation, membership or legacy (including processing gift aid)
- Communication to keep you updated with our work and projects
- Direct marketing appeals
- Keep a record of your relationship with us
- Ensure we know how you prefer to be contacted
- Provide you with the products, goods, services or information you have asked for
- Research and statistical information

Processing personal data for the above purposes may entail sharing the information with GOVT Board Trustees and ex-officio committee members. On occasion GOVT may use the expertise of external financial processing organisations to process payments on

our behalf. Your personal information may be shared under contract and in compliance with the Data Protection Act

GOVT will not give or sell your information to any third parties.

4. Accessing your personal information

You have the right to ask GOVT, in writing, for a copy of all the personal information held about you and for it to be updated if incorrect. To do this, please contact the Secretary.

5. Security

GOVT holds your personal data electronically in a secure password protected file.

6. Retaining information

Your information will be deleted from our membership records immediately if you resign from GOVT . If you have signed a Gift Aid declaration the Treasurer is required, by HMRC rules, to retain your name and address for a further two years after your most recent payment.

7. Complaints

If you have a complaint about how we are using your information please contact the Secretary in the first instance. If you are not satisfied you have a right to escalate to the Information Commissioner.

8. Notification of Changes

If GOVT decides to change its Privacy Policy, it will post such changes on its website under the section entitled 'Privacy Policy'.