

# **GREAT CHISHILL WINDMILL TRUST CIO**

## **PRIVACY NOTICE**

### **1. PURPOSE OF THIS NOTICE**

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation'). Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### **2. ABOUT US**

Great Chishill Windmill Trust is a not-for-profit Company Limited by Guarantee, Companies House No. 08057505) and is a Registered Charity (No.1174572). We are registered in England and our registered office is c/o Blanche & Co, 3 The Lanterns, 16 Melbourn Street, Royston, Hertfordshire, SG8 7BX. For the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice. Our Data Protection Point of Contact is John Wahlich, and he is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact our Data Protection Point of Contact you can do so using the contact details noted at paragraph 12 below.

### **3. HOW WE MAY COLLECT YOUR PERSONAL DATA**

We obtain personal data about you, for example, when:

- You request information via our website;
- You make a donation to the Trust and allow us to reclaim Gift Aid on it;
- You contact us by email, telephone, post (for example when you have a query about our progress);
- You are providing a service to us.

### **4. THE KIND OF INFORMATION WE HOLD ABOUT YOU**

The information we hold about you may include the following:

- Your personal details (such as your name, address, telephone number and email address);
- Details of contact we have had with you in relation to queries or donations; • Details of any information you have received from us;
- Our correspondence and communications with you;
- Details of contract agreements, invoices, payments, disputes, etc. in connection with any service that you are providing to us.

### **5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU**

We may process your personal data for purposes necessary for keeping records and to comply with our legal obligations. We may process your personal data for the purposes necessary for sending you information about our Trust and its work We may process your personal data for certain additional purposes with your consent, e.g. contacting HMRC when you have completed

a Gift Aid form, and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes. We may use your personal data in order to carry out our obligations arising from any agreements entered into between you and us (which will most usually be for the provision of services to the Trust); In some circumstances we may anonymise the personal data so that it can no longer be associated with you, in which case we may use it without further notice to you. We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required to do so.

## **6. DATA SHARING**

There is no shared database within the Trust. The data controller will share your details with other Trustees or Members of the Trust or one of its contractors only where it is necessary to carry out our obligations arising from any agreements entered between you and us. Your details are not shared with third parties other than where we are required to do so by law, or where it is necessary to administer the relationship between us.

## **7. TRANSFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)**

We will not transfer the personal data we collect about you outside of the EEA.

## **8. DATA SECURITY**

Your information will be protected from unauthorised or accidental disclosure and processed in an appropriate manner to maintain its integrity and confidentiality. We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected. Your personal details are held by the data controller on a single computer with appropriate security measures and on an online secure data storage website accessible only by the data controller.

## **9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

It is important to both you and us that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below. Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully;
- Request correction of the personal data that we hold about you;
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below);
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. If you want to exercise any of the above rights, please use the contact details below. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **10. RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please use the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **11. CHANGES TO THIS NOTICE**

This Privacy Notice may be varied from time to time to comply with any changes in data protection regulation.

## **12. CONTACT US**

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please email our Data Protection Point of Contact John Wahlich at [info@greatchishillwindmill.com](mailto:info@greatchishillwindmill.com) or on 01763 838044. You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone - 0303 123 1113 (local rate) or 01625 545 745 Website - <https://ico.org.uk/concerns>