

GOAT WALK LAND TRUST

Registered Charity No 1162973

Privacy Notice

On 25th May 2018 the current Data Protection Act will be enhanced by the **General Data Protection Regulation (GDPR)**. Goat Walk Land Trust (“GWLT”) will comply with the new law and this document setting out the GWLT Privacy Policy describes how we use and protect any information you give us.

GWLT takes the security of your personal information very seriously. Under no circumstances will it sell, distribute or lease your information to any third party unless required to do so by law. In order to prevent unauthorised access or disclosure GWLT has put in place procedures to safeguard and secure collected information.

Information which may be held by GWLT:

- Your name
- Your contact details (address, phone number, email address).
- Whether you are a member of the Trust, a volunteer or member of the public. who has provided personal data in communications with the GWLT.
- Details of any specific enquiries.
- Your computer’s IP address.
- Completed Gift Aid Forms

Why do we collect these details:

- To communicate with you as a GWLT member or volunteer.
- To respond to any contact from you.
- To provide a better service to you as a GWLT member or volunteer.
- We are legally required to keep Gift Aid details.

The lawful basis for processing your data:

- The GWLT holds and processes data on the lawful basis of the Trust’s legitimate interests, for the purposes set out above and in accordance with the objects of the GWLT.
- The GWLT is legally required to hold Gift Aid data.
- The GWLT may also hold and processes data in accordance with specific consent that you may have given GWLT.

How are these details collected:

- Annual completion of a Membership Form.
- Enquiries submitted directly via email or website (www.goatwalklandtrust.org).
- Our web site, (www.goatwalklandtrust.org) analyses data from cookies but GWLT does not access or process such data.

How long do we retain this information:

- Membership details other than names and addresses are renewed on an annual basis.
- GWLT is required to keep Gift Aid details for seven years.
- All other information will be kept for a period not exceeding three years from its supply or resupply to the GWLT.

Your rights as a GWLT Member, Volunteer or correspondent:

Under the General Data Protection Regulation, you have the following rights:

- **Right of access:** if you want to know what personal information we hold about you please contact us at our postal address, Matthews Hall, Fore Street, Topsham, EXETER EX3 0HF or by email (info@goatwalklandtrust.org.uk). You also have the right to know for what purpose it is being stored. GWLT will respond as soon as practicable within 28 days. Normally there is no charge for responding to such requests. However, should the number and/or frequency of such requests become unreasonable GWLT reserve the right to charge an administration fee.
- **Right to rectification:** if you believe any of personal information is inaccurate please contact us. Corrections will be made as soon as practicable within 28 days.
- **Right to erasure:** if you wish us to remove any of your data from our records please contact us. Data will be erased as soon as practicable within 28 days.
- **Right to complain:** if you wish to complain about the way in which GWLT is managing your personal data you should lodge a complaint with the UK supervisory authority, the Information Commissioner's Office (ICO) (www.ico.org.uk).
- **Right to be informed** of the collection and use of your personal data.
- **Right to restrict processing and the Right to data portability:** In view of limited data held and the limited processing undertaken, these rights will be of limited applicability (See the ICO's web site www.ico.org.uk for details).

Information provided to data subjects

When you provide GWLT with personal information, GWLT will provide you with a copy of the GWLT Privacy Policy setting out the information that the GWLT is required to provide under the GDPR. A copy will also be on the GWLT web site (www.goatwalklandtrust.org)

Breaches of Data Protection

If you believe that there has been a breach of Data Protection legislation by GWLT you should report it to the Trustees either to its postal address above or by email to (info@goatwalklandtrust.org.uk). Reported breaches will be investigated and details presented to the Trustees for a response. This does not affect your rights to complain under the GDPR.

How we use 'Cookies':

A cookie is a small file containing a string of characters that is sent to your computer when you visit a website. When you visit the website again the cookie allows that site to recognise your browser. Cookies may store user preferences and other information. The use of cookies does not give access to your computer or to any information about you other than the data you may wish to share. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some website features or services may not function properly without cookies.

As with many websites designed using commercial software, information about visitors to our website, goatwalklandtrust.org.uk is analysed by Google Analytics. However, GWLT does not access or use this information. Google Analytics Privacy Policy can be viewed here (www.google.com/policies/privacy/). You may opt out by using the following link: <http://tools.google.com/dlpage/gaoptout?hl=de> . GWLT uses no other cookies.

Links to other websites:

The GWLT website may contain links to other relevant websites. You should be aware that once you have used these links you leave our site and access websites over which we have no control. GWLT is not responsible for the protection and privacy of any information you provide whilst on these sites. We recommend that you are aware of this and take note of the privacy policies applicable to the sites visited.