



# The Souster Youth Trust

Registered Charity no: 1162368

## DATA PRIVACY NOTICE: DONORS AND SUPPORTERS

### 1. Introduction

This privacy notice explains how Souster Youth processes the personal information of anyone who has indicated an interest in supporting our aims. Our trustees have the legal responsibility as Data Controller and, in exercising that responsibility, they take care to comply with data protection and privacy law.

### 2. What personal information do we collect?

You may have provided us with your name, postal and e-mail addresses and telephone number; if you are connected with a particular organisation or church, you may also have told us its name and your position there. We record this information, together with a note of any activities or events you may have attended and any donations you may have made.

### 3. What do we use your personal information for?

We use this information for administration and accounting purposes, to enable us to tell you about Souster Youth's activities, and to invite funding and support.

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

Except in the case of Gift-aided donations, the law allows us to retain and process your data only if you agree that we may do so. For this reason, we invite you to sign a consent form. If you do not do so, the law requires us to remove your personal data from our records.

If you make a Gift-aided donation, the law allows us to keep a record of it in order to reclaim tax on your gift.

### 5. Who do we share your personal information with?

Except in the case of Gift-aided donations, which we must report to HMRC, we do not share your information with anyone else.

### 6. How will we keep your personal information secure?

Where data is in paper form, it will be kept in locked containers. Where it is kept in electronic form, it will be encrypted and/or password-protected. The data we keep will

only be accessible to those staff or trustees who need access to it in order to perform their work for the Trust.

#### **7. How long will you keep my personal data?**

Provided you have given your consent to our processing your data, we shall keep your data for three years after the date of your last contact with us. However, you can ask us to delete your data at any time. We retain gift-aid records for seven years.

#### **8. What are your rights?**

Generally speaking, you have the following rights in relation to your personal information which we process:

- The right to request a copy of personal data about you that we hold;
- The right to ask us to correct any 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 us to retain the data;
- The right to withdraw any consent to processing that you may have given in the past;
- The right to ask us to transmit your data to another data controller; that data directly to another data controller. [This only applies where the processing is based on consent or is necessary for the performance of a contract with you and where the data is automated];
- 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 processing is based on our legitimate interests;
- The right to lodge a complaint with the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

#### **9. How can I get more information?**

If you want to ask us to do any of the things listed in the previous section of this notice, you should contact the Office Manager or the Director at Souster Youth, Souster House, 30 Market Road, Thrapston, Kettering NN14 4JU.

**17/7/2018**