

# VALERIE TAYLOR TRUST (VTT)

## DATA PROTECTION PRIVACY STATEMENT

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (‘the GDPR’) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

The Valerie Taylor Trust (VTT) will be the Data Controller under the above Regulations which come into force on 25<sup>th</sup> May, 2018, and is required to ensure that any Personal Data is securely held and only used for the purposes specified.

This privacy notice sets out the way we process your information and details. We’ll keep this page updated to show you how we use your personal information so that you can be confident when sharing your information with us that it will be only used for what we say here.

### What information do we generally collect?

This will depend on the nature of your interaction with Valerie Taylor Trust (VTT) but is likely to include some or all of the following information. This information may be collected from mail, email, digital sources such as our website or third party sites, telephone or SMS.

- Name
- Address and Post Code
- Telephone and/or Mobile Number
- Email address
- 3<sup>rd</sup> Party Sites, e.g. Facebook, PayPal, JustGiving
- Bank account details – where you are entering into an agreement to make a regular donation or payment to the charity we may need your bank details.
- Photographs

It is necessary that the information we collect is accurate and will only be used if it is adequate, relevant and necessary in relation to the purpose for which it is gathered.

### What do we do with the information you supply?

Within the aims and objectives of VTT, we use the information you supply to:

- Administer the VTT membership and supporters records;
- To enable us to meet all legal and statutory obligations;
- To raise funds and promote the interests of the Trust, and The Centre for the Rehabilitation of the Paralysed (CRP) in Bangladesh as the beneficiaries;
- To administer donations, legacies and other gifts (arranging for Standing Orders and cheques to be processed);
- To maintain our accounts and records;
- To seek your views and comments;
- To notify you of changes affecting the Trust, including role holders (Trustees).
- To send you communications which you have requested and that may be of interest to you. These may include emails with information about campaigns, appeals, other fundraising activities, newsletters and letters of acknowledgment;
- To enable us to meet our aims and objectives in financially supporting CRP and disabled people in Bangladesh.

### What is the legal basis for processing your Personal Data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as CRP). This is relative to our financial support for CRP and its patients and services.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required to record and process your data when reclaiming tax under the Gift Aid Scheme, keeping such records for six years after the last payment to VTT.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

## Who do we share information with?

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):-

- Our Trustees, Area Co-ordinators or contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;
- HMRC in order to make submissions for the reclaiming of tax paid on donations.
- On occasions, CRP who may wish to communicate directly with donors for specific projects.

## How long do we retain information?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, we need to keep financial records for six years after a final donation to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

We will make it clear on webpages or documents that, by providing personal data necessary for our legitimate interests, you are giving your consent for us to hold your information for the uses specified. We may communicate with you by mail, telephone, email or SMS in order to circulate information, newsletters etc. We will ensure, always, that you are as fully informed as possible on what we do with your information.

Donors can update their contact preferences or withdraw consent for any of the uses specified, at any time by contacting **The Data Protection Officer**, in writing, at **Administration, Valerie Taylor Trust, 4, Wilberforce Road, Coxheath, Maidstone, Kent, ME17 4HA or email:- admin@valerietaylortrust.org**. You may also obtain a copy of the Privacy Statement or a copy of the information we hold and how it is used by applying in writing to the above address.

## How secure is my data?

We are committed to keep your personal data safe and secure and will never sell or swap your information with other charities or organisations.

VTT uses industry standard efforts, such as firewalls, to safeguard the confidentiality of your personally identifiable information on our website and at our Administration Office. We make every effort to prevent the loss, misuse, and alteration of the information under our control. However, no data transmission over the Internet can be guaranteed to be 100 per cent secure. There is no direct link between the VTT website and the Administration Database.

## Your rights and your Personal Data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### 1. The right to access information we hold on you

- At any point you can contact us to request the information we hold on you as well as why we have that information who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

### 2. The right to correct and update the information we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### 3. The right to have your information erased

- If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
- When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purposes).

### 4. The right to object to processing of your data

- You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

## 5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

## 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below)

## 7. The right to object to the processing of personal data where applicable.

## 8. The right to lodge a complaint with the Information Commissioner's Office.

## General

The personal information we collect from you is used to provide you with information or services you have requested and for administration purposes. We also use this information to further our charitable aims, including fundraising activities. If we need to use your data for a new purpose, we will notify you in advance, setting out the relevant purposes and processing conditions, and, where necessary seek your prior consent to the new processing.

We do not disclose personal information for direct marketing purposes. However, we may need to disclose your information if required to do so by law.

This Privacy Statement will be subject to change in order to comply with new legislation or new information affecting your rights. The Privacy Statement should be viewed online at our website, ([www.valerietaylortrust.org](http://www.valerietaylortrust.org)), on a regular basis to check for changes.

You may unsubscribe from any of our communications at any time by writing to **The Data Protection Officer**, in writing, at **Administration, Valerie Taylor Trust, 4, Wilberforce Road, Coxheath, Maidstone, Kent, ME17 4HA** or email:- [admin@valerietaylortrust.org](mailto:admin@valerietaylortrust.org)

## Transfer of Data Abroad

Every effort will be made to ensure that any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website ([www.valerietaylortrust.org](http://www.valerietaylortrust.org)) is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## Cookies

The VTT website does not currently use Cookies to monitor use of the site. If, in the future, the situation changes and cookies are used, this statement will be suitably amended and you will be informed.

The VTT website does not use any analytical software. As stated for Cookies, if the situation changes and such software is installed, this statement will be suitably amended and you will be informed.

## Links to other websites and social media sites

Our website contains links to other websites of interest, such as CRP and for making donations via PayPal and JustGiving, and we enable you to share information through social networking sites such as Facebook. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, any information which you provide, whilst visiting such sites, falls within the jurisdiction of those sites and are governed by their Privacy Policies and, as such, are not governed by this Privacy Statement.

## Access to your information

You may request details of the personal information that we hold about you under the Data Protection Act 1998. If you would like a copy of the information that we hold please write to **The Data Protection Officer**, in writing, at **Administration, Valerie Taylor Trust, 4, Wilberforce Road, Coxheath, Maidstone, Kent, ME17 4HA** or email:- [admin@valerietaylortrust.org](mailto:admin@valerietaylortrust.org).

If you believe that any information we hold on you is incorrect or incomplete, please contact us as soon as possible.