



# WENDOVER ARM TRUST

## Privacy and Data Protection Policy

Wendover Arm Trust is the organisation dedicated to the restoration of the Wendover Arm canal to full navigable use.

In our activity we collect information about our members, volunteers, contacts, commercial and local organisations, and certain other associates, which includes personal data such as name, contact details and gift aid information. When we collect this information we always say what purpose it is for, gather the minimum needed to achieve the purpose and we use the information in a lawful and fair manner.

The Council of the Wendover Arm Trust ('the Council') acts as Data Controller and appoints a member of the Council to act as its Data Protection Officer to oversee technological and organisational measures to protect the information and ensure adequate training.

Wherever possible we collect personal information directly from the individual concerned and review it at appropriate intervals to ensure it is accurate and as up to date as possible. Where information is no longer relevant to management of the Trust we delete it from our records unless by law we are required to keep it. We may also keep data on working members of the Trust beyond their involvement with the Trust as our evidence base in the case of delayed claims against it, but such data will be archived so that it is beyond use.

The Trust's website uses cookies and a separate website privacy and data protection policy is in force and may be viewed there.

We may share information with a funding partner to manage memberships, gift aid and donations and any such partner will be required to show the Trust that it has an effective privacy and data protection policy; other than that we do not pass on or share any personal information to any other body or organisations unless obliged by law or unless we have asked and received express permission from the member, volunteer or other individual concerned. At all times, individuals may have access without charge to a copy of their personal information by application to the Data Protection Officer and they have the right to ask for any details to be amended or deleted.

All information is held in secure locations by designated members of the Council, other Trust members authorised by the Council, or the Data Protection Officer.

Where the secure location is a computer device, the information will be protected by recognised adequate security measures including password protection. All devices and hard-copy records will be kept in secure lockable locations in the UK.

Data users approved by the Data Protection Officer and authorised by the Council may share data using Google Drive or similar secure cloud-based system

The Data Protection Officer will provide training to information users relevant to their need and will review all aspects of data privacy and protection at least annually with the Council to ensure compliance with law and evolving good practice.

If you wish to exercise any of your rights under the General Data Protection Regulation 2018 (GDPR), and any subsequent UK Law into which GDPR is subsumed, with regard to your personal information please write to, telephone or email the Trust at the address below.

Approved by Wendover Arm Trust, Council Meeting on 21<sup>st</sup> March 2018

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