



THE HURST WATER MEADOW PRIVACY STATEMENT

The Hurst Water Meadows Trust is committed to protecting your privacy, including online, and in the transparent use of any information you give us. This document sets out what information we may hold about you and how that data will be used. No information will be shared more widely than is set out below unless it is required by law. If you become a supporter, depending on the nature of your support, we will record some or all of the following:

- your name
- e-mail address
- telephone number
- postal address
- Gift Aid declaration (if applicable)
- Information (if applicable) about the financial or other support you have given us.

In addition, we may hold information we have generated about persons without holding any information they have provided, for example, hours worked in support of the Duke of Edinburgh award scheme. We may use and disclose your personal information only for our legitimate interests - namely the following purposes:

- to send you news of our activities and what is happening on the Hurst
- to arrange and record educational visits and volunteer activities
- to maintain supporter records
- to meet our legal and regulatory obligations
- to meet your personal requests.

As we are using this information for our legitimate interests we do not need to obtain your explicit consent. We believe that, as supporters, you will expect us to hold this information. However, as individuals on whom we have information you have the right to be informed what we hold and have access to it, the right to correct or erase it, the right to object to our use of it, and to restrict how we use it. Please contact the Trust's Honorary Secretary (hurstwatermt@gmail.com) if you wish to exercise any of these rights.

We have an obligation to maintain appropriate technical and operational safeguards to protect your data. We do not share your information with third parties except when specifically required to do so by law. We retain your information for up to five years after you cease to be an active supporter, and where required by law for longer (e.g. HMRC requires Gift Aid details to be kept for seven years after they lapse).

If you financially support the Hurst via standing order, we do not electronically record or retain your bank details, but we do retain Gift Aid details. If we identify a breach in our data security arrangements, we will immediately alert those who have, or might have, been affected. You have the right to complain to the Information Commissioner's Office if you are dissatisfied with our handling of your personal data. Its website is www.ico.org.uk.

The Trustees
The Hurst Water Meadow Trust
May 2018