

Blanchminster Trust

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Blanchminster Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Blanchminster Trust complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to fulfil our charitable objectives for the benefit of the public in a particular geographical area as specified in our constitution;
- To provide you with information changes;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To promote the interests of the charity;

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

Implicit or explicit consent of the data subject so that we can keep you informed about your application.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

o there is no disclosure to a third party without consent.

5. Sharing your personal data Your personal data will be treated as strictly confidential and will only be shared with other members of the trust in order to carry out normal internal procedures. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

Grant Applicants

We keep data whilst your application is live and for 6 years after the calendar year for legal/audit purposes.

Property Tenants

We keep data whilst you are a tenant and for 6 years after the calendar year for legal/audit purposes.

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7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- ⌊ The right to request a copy of your personal data which Blanchminster Trust holds;
- ⌊ The right to request that the Blanchminster Trust corrects 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 the Blanchminster Trust to retain such data;
- ⌊ The right to withdraw your consent to the processing at any time
- ⌊ The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable.
- ⌊ 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 applicable.
- ⌊ The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

In the unlikely circumstances that we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact

BLANCHMINSTER TRUST

38 LANSDOWN ROAD

BLUDE EX23 8BN

TEL: 01288 352851

office@blanchminster.plus.com