

## Privacy Policy

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and that you can be confident about giving us your information.

We will keep this page updated to show you all the things we do with your personal data. This policy applies if you have given us your personal details as a supporter of the Trust (member, donor, volunteer), email us, or write to us.

This privacy policy describes how The Harnham Water Meadows Trust collects, uses and protects your information. In order to comply with the Data Protection Act and new data protection regulations (GDPR), the Trust must obtain your consent to receive information, and your contact details must be up to date. This policy was last updated on 10th July 2018, and includes reference to GDPR regulations which came into force on 25th May 2018.

### Key Points

- Your privacy is important to us.
- We<sup>1</sup> shall only hold current details about you that you have provided.
- We shall only collect the personal data that we need.
- Your personal details will always be held securely.
- We shall never sell or share your details with any person, business, charity or organisation.
- You may change your mind at any time.
- We shall only ever communicate with you in the ways that you wish: mail or email.
- If you are a supporter paying an annual subscription, you will continue to receive the Newsletter. We need your consent to inform you of events or other interesting activities.

### How we collect your information

The information we hold about you comes from the way you engage with us, such as: if you become a supporter; donate money; complete our surveys at any of our events; or become involved in any of our activities. Thus, we may collect information about you via email, the post, over the phone or from discussions with you.

### The type of information we hold

The information we hold may include name, address, contact telephone numbers, email address, and bank details through regular donations. We shall only collect the personal data that we need.

Details of your visits to our website including traffic data, location data, and other communications data and the pages that you access may be collected by our website provider. This is done by using Cookies, which you can find out more about below. The website provider is subject to the UK data protection regulations.

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1 'We' means The Harnham Water Meadows Trust, registered charity number 1001360

## How we use your information

We may use your information in the following ways:

To provide you with information including about fundraising or other activities, or events which we feel may be of interest to you where you have consented to be contacted, or where we believe there is legitimate interest\*, or where there is a business necessity. If you do not want to be contacted or sent marketing material, or update your mailing preferences at any time please contact us either by email ([info@salisburywatermeadows.org.uk](mailto:info@salisburywatermeadows.org.uk)) or by letter at Rose Cottage, Town Path, Salisbury SP2 8EU.

- We will not use your personal information for marketing purposes if you have indicated that you do not wish to be contacted by us for such purposes. However, we may retain your details on a suppression list to help ensure that we do not continue to contact you.
- To process donations.
- To fulfil our statutory obligations, for example the collection of Gift Aid or certain financial transactions, where we are legally required to hold some personal information.

\* To determine **legitimate interest** we will process donor data in accordance with GDPR legislation and with the guidance and best practice set out by the Fundraising Regulator and Information Commissioner.

## Postal Communications

If you have made a donation to The Harnham Water Meadows Trust within the last 2 years, under the legitimate interest rules we will make the assumption that you are happy to receive our communications, unless you have indicated otherwise. We will always provide you with a clear and easy opt out process in every communication we send you. If you opt out of receiving further information from us, we will retain your records for up to 6 years (from the end of the financial year in which the transaction was made) for HMRC purposes, but we will not contact you

If you have donated more than 2 years ago, but less than 3 years ago, and have not explicitly indicated that you would like to receive our communications, we will contact you to ask you if you would still like to hear from us. If we have not received a response by the third anniversary of your last gift or interaction with The Harnham Water Meadows Trust, then we will archive the information we hold about you. We will retain your records for up to 6 years (from the end of the financial year in which the transaction was made) for HMRC purposes but we will not contact you.

## Email Communications

If you have provided us with your email address (with consent) when making a donation, signing up to an event or completing one of our surveys, we shall send you information by email.

If we have had no other interaction with you within 3 years of subscribing or obtaining your email address, we will contact you to check you would still like to receive these communications from us: we will ask you to re-subscribe to our mailing list or provide consent to email you. We will retain your records for up to 6 years (from the end of the financial year in which the transaction was made) for HMRC purposes but we will not contact you.

## Who we will share your information with

We will not sell, share or swap your information with any agency or other charity. We will not share personal information about you with third parties without your consent. We may however share your information with HMRC for Gift Aid.

We do not sell or share personal details to third parties for the purposes of marketing.

The providers of our website and email services are able to collect anonymous information about those who use these services. Both providers are subject to UK data protection regulations.

## Storing your information

Your personal information will be stored on systems operated by The Harnham Water Meadows Trust. Your information will be stored on secured systems.

## How long we will keep your information for

Data Type	Mailing List Retention	Record Retention Period	Reason for Retention
Information about an individual who has not made a donation, or attended an event	Within three years of receiving your consent we will seek renewal to ensure your interest in The Harnham Water Meadows Trust	Three years after receiving consent and no response received by third anniversary of original consent your contact record will be deleted	We have obtained consent.
Information about an individual who has made a donation(s) whether or not it is gift aided	Up to three years based on our legitimate interest processing and/or when we receive your consent*	Six years from the end of the financial year in which the transaction was made your contact record will be deleted	Companies Act /Charities Act & HMRC

\* For more information about legitimate interest please see our 'How we use your information'

## How you can access your information

If you would like a copy of the information we hold about you, please email the Trust at [info@salisburywatermeadows.org.uk](mailto:info@salisburywatermeadows.org.uk). There may be a charge to provide this information.

## Your Rights

You can request your information be deleted or that we stop using your information, and if we can we will, but sometimes we have to maintain records for legal reasons. If you are not happy with how we are using your information or how we have responded to your request, please contact us to see if we can resolve the problem. However, you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/>.

## Use of cookies

Our website provider may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences: they do not give access to your personal information. Cookies are used to track your use of our site, but not to make decisions about you or to send you marketing information electronically. Please see <https://www.wix.com/about/privacy> for more information about our website provider.

## **How will we tell you about future changes to this Privacy Statement**

Any changes we make to our Privacy Statement will be available to you on our website. Please check for updates from time to time, so you are always fully aware of what information is collected and how it is used.

## **How to contact us**

If you have any questions or concerns about our use of your personal information please email The Harnham Water Meadows Trust at [info@salisburywatermeadows.org.uk](mailto:info@salisburywatermeadows.org.uk) or write to us at: Rose Cottage, Town Path, Salisbury SP2 8EU.