

DATA PRIVACY STATEMENT

Windmill Hill Windmill Trust/Friends of the Windmill Hill Windmill

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 (GDPR).

Who are we?

The Windmill Hill Windmill Trust is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The Windmill Hill Windmill 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.

What personal data do we hold about you?

If you are a member we keep a record of your name, address, email, telephone number, subscription information and gift aid status.

If you are a subscriber we keep a record of your name and email address only.

We use your personal data for the following purposes.

- To administer membership records;
- To fundraise and promote the interests of the WHWT;
- To manage our volunteers;
- To inform individuals of news, events, activities
- To process gift aid claims.

The legal basis for processing your personal data.

This is based on your having requested to become a Friend of the Windmill Hill Windmill, a volunteer, a member of the 100 club or a subscriber AND on your having given consent for us to keep you informed about events and activities.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will not be sold or shared with any third parties.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. If you cease to be a Friend of the Windmill Hill Windmill, a volunteer or a subscriber we will delete the data after 12 months

Your rights and your personal data

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

- The right to request a copy of your personal data which WHWT holds about you;
- The right to request that WHWT 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 WHWT to retain such data.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary of the Friends of Windmill Hill Windmill.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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