

Leavers Coulson Trust

Privacy Statement

The Leavers Coulson Trust keeps personal data (such as names, addresses, phone numbers and email addresses) for the purposes of communicating with those who have engaged in our grant application process or to send you information about the work of the Leavers Coulson Trust, to develop the Christian ministry.

Under the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR) LCT collects and processes data under the following lawful bases:-

- Consent
- Legitimate interests
- Legal

We are keen to keep in touch with you in ways that you appreciate and find useful, usually by e.mail (or postal mail if you prefer). We may occasionally contact you by telephone regarding a current application or donation that you have made or other correspondence. We will not pass any of your contact details to any third parties. We will store your personal data securely and only use it for the purpose that you have given it.

You may also ask to see what personal data we hold about you and you can ask for your data to be removed from our systems. (The only exception to this is that, when you have donated money, we will retain records associated with your name and address for a period of 6 years from your final donation to comply with our legal obligations under accounting law.) For more information or to amend or arrange deletion of any data we hold on you, please contact our Administrator at:-

Leavers Coulson Trust,
1 Hall Close,
Henham
Bishop's Stortford
CM22 6AU
or
admin@leaverscoulsontrust.org.uk.

Our practice is informed and guided by the following seven key principles Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR),

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Funding applications

The sponsor will have gained permission to share all personal data contained in funding applications with the trust.

Once received by the secretary applications will be:

- Stored securely
- Trustees will delete or destroy applications each year following the autumn trustee's meeting
- The Administrator will retain applications for two years, and then delete or destroy them
- Information about applicants and grants may be retained electronically for record and statistical purposes, but with minimum personal detail.

Donor and supporter database and records

The trust will maintain a record of names and contact details of donors and supporters enabling the trust to develop and promote the objects of the trust, and for no other reason.

Such information will not be shared with others unless we are under a statutory duty of disclosure.

We will destroy information about donors and supporters if the subject requests or the relationship ceases, unless we have legal duty to retain the information.

Trustee records

The trust will maintain a record of names and contact details of trustees and volunteers, enabling us to maintain contact, and for purposes relating to duties under the Charity Commission rules.

Transparency

The trust is committed to communicating our principles and practices of data collection, use and storage.

Complaints

If you do want to complain about our use of your personal data, please contact us above with the details of your complaint. You also have the right to register a complaint with the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to their website.

Updates and Changes to this Privacy Statement

This notice was updated in June 2020 and it replaces any previous statement. We regularly review it and we can update it at any time. If we make any significant changes to this notice or to how we use your personal data we will contact you to let you know about the change and where appropriate ask for your consent.