

Historic Cheshire Churches Preservation Trust

PRIVACY POLICY STATEMENT

Preservation of your privacy is important to Historic Cheshire Churches Preservation Trust (HCCPT); we are committed to letting you know how we use your personal information and to making responsible use of your data. We will keep this document updated so that you can be confident that when sharing your date with us that it will only be used in accordance with this statement.

HCCPT(‘we’ in this document) is a charity registered in England and Wales; registered charity number: 213837.

The Historic Cheshire Churches Trust is the data controller (contact details below). This means it decides how your personal date is processed and for what purposes.

**1.** **Information about you**.

We will collect personal information from you when you or your organisation enquire about our activities, register as a member with us, apply for a Grant or make a donation to the Trust. This may include your title, name, email address, physical address and telephone numbers.

Personal information 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 information is governed by the General Data Protection Regulation (the “GDPR”).

**2. Our use of this information**

Your personal information will be used exclusively for the following purposes:

* to respond to requests for support;
* for administration and payment of our grants;
* to promote the Ride+Stride event and any other fundraising activities;
* to maintain our accounts and records (including the processing of Gift Aid);
* to administer membership records.

We will not share your information with any third parties without your consent.

**3. Security**

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

Communications from us may be sent by email and post. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

 **4. Other information**

Please contact the Honorary Secretary of the Trust to correct or update any information, or if you would like information deleted from our records.

This can be done by email: hccpt.secretary@gmail.com; or by post to Honorary Secretary, HCCPT, 6 Bell Meadow Court, Tarporley, Cheshire, CW6 0DT

This privacy policy may be updated from time to time, so please check it periodically.

May 2018