

GENERAL DATA PROTECTION REGULATION 2018

EXETER DISSENTERS' GRAVEYARD TRUST PRIVACY POLICY



Trustee Statement

The trustees of the Exeter Dissenters' Graveyard Trust (EDGT) recognise that your privacy is important to you and that you care about how your information is stored, used and shared. We respect and value the privacy of all our members and volunteers and will only collect and use information in a manner consistent with your rights and our obligations under the law. This Privacy Policy applies to our use of any and all data collected by us and sets out the basis by which EDGT processes your personal data.

Data Controller

Exeter Dissenters' Graveyard Trust is a charitable incorporated organisation, registered with the Charity Commissioners number 1159449 and is the '**Data Controller**' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

What data do we collect?

All data collected by EDGT is, or has been, submitted voluntarily by members of the public with an interest in the work of the EDGT. We will hold some, or all, of the following information:

- Your name
- Your correspondence address which may be your home or work address
- Your telephone number which may be a landline, mobile phone or both
- Your email address

How do we store and process your information

Your data will be stored on password-protected personal computers of Officers of EDGT and only those Officers who have a genuine need to access the information to carry out the business of the EDGT will be able to do so. We may use your information in the following ways:

- To send you news and information of work days, events and activities organised by EDGT;
- To send you governance information about the EDGT including notice of the Annual General Meeting;
- To respond to communications from you.

Third parties and your information

We will not share or sell your information to any third party unless required by law to do so. We use third party encrypted software provided by Microsoft, Apple and Dropbox amongst others.

How can you access your information or change the information we hold?

EDGT will retain your information unless and until you decide otherwise. You have the legal right to ask for a copy of any of your personal data held by us (where such data is held). If at any time you wish to withdraw your consent for EDGT to hold information you have given, your data will be deleted within five (5) working days of receipt of written communication from you.

Contacting the EDGT

By letter to Mr Paul Chant, Data Protection Officer EDGT, 21 The Mint, Exeter, EX4 3BL.

By email to Mr Paul Chant, enquiries@edgt.org.uk

Dr Ian M Varndell
Trustee
May 2018