

Maresfield Village Meadows Trust

Privacy Policy- Edition March 2020.

What this privacy policy covers.

The Maresfield Village Meadows Trust is committed to protecting your personal information and being transparent about what information it holds whether you are a member, trustee, volunteer or donor.

Developing a better understanding of its members, trustees, volunteers and donors through their personal data allows the trust to fundraise more effectively which ultimately helps it retain and service the trust's Normans Pond site in perpetuity. The new GDPR legislation to come into being in May 2018 is introduced to bring about openness.

The purpose of this policy is to give you a clear explanation about how the trust and its trustees use the personal information you provide to it and that is collected whether online, via phone, email, in letters or in any other correspondence, or from third parties.

The trust ensures that it uses your information in accordance with all applicable laws concerning the protection of personal information and the fundraising code of practice.

This policy explains:-

- What information the trust may collect about you
- How it will use that information
- Whether it discloses your details to anyone else
- Your choices regarding the information provided to it.

If you have any queries about this privacy policy please contact Janice Somner or Kay Wainwright Co-Chairs of the Trust via website.

Privacy policy sections.

- **How does the trust keep your data safe and who has access**
- **Keeping your information up to date**
- **Keeping your personal information**
- **Your rights**
- **Changes to this privacy policy**

Who the trust is.

The Maresfield Village Meadows Trust is a small environmental charity in Maresfield, East Sussex that owns its own 2.3 Ha (8 acres) site the registered charity number of which is 1159490 . There is no other company or subsidiary of the trust.

Where the trust collects information about you from

The trust collects information in the following ways:-

- When you give it to the trust **DIRECTLY**

You may give the trust your information in order to sign up for one of its social events, volunteer, make a donation or communicate with it.

At no time is your information collected or processed by a third party.

- When you give it to the trust **INDIRECTLY.**
- When you give permission to **OTHER ORGANISATIONS** to share or it is available publicly.

The trust may combine information you provide with information from external sources in order to gain a better understanding of our members, to improve the trust's fundraising methods, products and services.

The information the trust gets from other organisations may depend on your privacy settings or the responses you give, so you should regularly check them. This information comes from the following sources.

- **Information available publicly**

What personal data does the trust collect and how does it use it.

The type and quantity of information the trust collects and how it is used depends on why you are providing it.

- **Members –volunteers**
- **Legal basis**
- **Email**
- **Post/telephone marketing**
- **Your choice**

How the trust keeps your data safe and who has access

In addition to ensuring that there are appropriate technical controls in place to protect It undertakes regular reviews at least annually of who has access to information that it holds to ensure that your information is only accessible by appropriately authorised trustees, members and volunteers.

The trust may disclose your personal information in the following circumstances:

- When it may share your information with a social event organiser if required to as part of your registration for such an event.
- Where the trust is under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply its rights (including in relation to its website or other application terms and conditions) or to protect the MVMT Charity for example in cases of suspected fraud or defamation.

The trust will only ever share your data in other circumstances if it has your informed consent. This may include others such as local volunteers for events, working parties that you may wish to or have chosen to undertake.

The trust will never share, sell or swap your details with any third parties for the purposes of their own marketing or the monetising of your data.

KEEPING your information up to date.

The trust will really appreciate it if you let it know if your contact details change.

The trust will keep your personal information only as long as required to provide the benefits to members, volunteers and trustees in accordance with legal requirements and tax and accountancy rules.

For marketing and social event purposes this may be until you withdraw your consent or object to further contact. However, the trust will retain your details on a suppression list to help ensure that it does not continue to contact you.

Your right to know what the trust knows about you, make change or ask it to stop using your data

You have the right to ask the trust to stop processing your personal data, and if it's not necessary for the purposes you provided it to the trust (e.g. processing your donation or registering you for a social event) it will do so.

Contact the trust on maresfieldvillagemeadowstrust@gmail.com or www.mvmt.org.uk if you have any concerns.

You have the right to ask for a copy of the information held by the trust about you. If there are discrepancies in the information you have provided please let the trust know and it will correct them.

If you want access to your information, please apply via website contact sheet

Changes to this privacy policy

The trust may update this policy at any time, so please do check it from time to time. If significant changes in the way it treats personal information are made to this policy, it will notify you by a primary email address or place a prominent notice on its website.

Amended by Janice Somner Co-Chair