

# Surrey Gardens Trust Privacy Policy

This Privacy Policy sets out the basis by which the Surrey Gardens Trust (the Trust) processes your personal data.

## Privacy Statement

**The Trust takes your privacy seriously and any information that you provide to us will be held in accordance with the General Data Protection Regulation 2018 (GDPR). The information provided will be used only for the Trust's legitimate activities and will not be shared with any third party without your permission. Your details will be kept safely and securely. If you wish to opt out of communications please contact us or if using email 'unsubscribe'.**

For the purposes of the GDPR the Trust, registered charity no. 1010787 and a company limited by guarantee no. 02651007, will be the 'Data Controller' of the personal data you provide to us. We collect only basic personal data about you, which does however include name, postal address, phone number and email address.

## Why we need your data

We need to know your basic personal data in order to provide you with the latest and on-going information about the Trust and its activities and events in line with your Membership contract. We will not collect or hold any personal data from you that we do not need in order to provide and oversee our service to you. The Trust will store your membership information securely on the Trust's membership database and may use your information in the following ways:

- To process your membership subscription each year;
- To process the Trust's Gift Aid claim, if relevant;
- To send news and information of events and activities organised by the Trust;
- Occasionally to send you news and event information from the Gardens Trust, other County Gardens Trusts and similar organisations;
- To send information such as meeting dates, agendas and minutes;
- To seek to update the information we hold.

## What we do with your data

All the personal data we process is processed, within the UK, by our Trustees and those Members responsible for the Trust's activities. No Third Parties will have access to your personal data without your permission.

## How long we keep your data

In accordance with the GDPR personal data will be kept no longer than is necessary for the purposes for which it was collected and used. The Trust is also required under UK Tax Law to keep certain personal data (name, address, contact details), as is required for example to support a Gift Aid claim, for a minimum of 6 years after which time it will be destroyed.

## What are your rights?

If at any time you believe the information we retain on you is incorrect you can request to see this information and have it corrected or deleted. You can also opt out of any communications with the Trust by contacting our Membership Secretary, Michael Craft, by email at [memberships@sgt.co.uk](mailto:memberships@sgt.co.uk) or by post at 10 Deepwell Drive, Camberley GU15 2HF.

If using email, you can simply 'unsubscribe' from email communications.