



# Wiltshire Historic Churches Trust

Registered Charity Number 1075598

## **TRUST PRIVACY STATEMENT**

The Wiltshire Historic Churches Trust (WHCT) is a charity registered in England and Wales; registered charity number: 1075598.

The WHCT and Friends of Wiltshire Churches databases hold personal information to enable the WHCT Trustees and the Friends of Wiltshire Churches Committee to provide support to Wiltshire churches and membership services. We use the information to inform you of the charitable activity of the Trust and Friends, to process requests for grants, to notify you of Friends events and for other related activity.

WHCT complies with its obligations under the General Data Protection Regulation by ensuring that all personal data is relevant, held for a purpose and is up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate physical and technical measures are in place to protect personal data. Please rest assured that we will not be selling or misusing any personal data and we do not intend to contact you too often.

Preservation of your privacy is important to WHCT and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

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

1.1 We will collect personal information from you when you or your organisation enquire about our activities, apply for a grant, register as a member with us, or subscribe to one of our sales or services. This may include your name, title, email address, physical address, telephone numbers and role title. We may also ask for some additional, non-personal information.

### **2. Our use of this information**

2.1 Your personal information will only be used to process your requests, to provide you with our support, and to provide you with information relating to our events and fundraising and all other services which we think you may be interested in.

We use your personal data for the following purposes:

- To administer grant applications and payments;
- To administer membership records;
- To promote the interests of the charity;
- To inform you of news, events, activities and grants;
- To maintain our own accounts and records (including the processing of gift aid applications);

2.2 We will not share your information with any other parties.

### **3. Security**

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

3.2 Communications from us may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form. E-mail is not a fully secure means of communication. 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. Retention of your personal data**

4.1 We retain Trust paperwork for up to 6 years after the calendar year to which they relate.

### **5. Other information**

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at [contact@wiltshirehistoricchurchestrust.org.uk](mailto:contact@wiltshirehistoricchurchestrust.org.uk)

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