

Privacy Notice

1. Introduction

Collings Park Trust is committed to protecting the personal information we collect about you and will obtain, use and disclose this information only in accordance with legislation. For the purposes of the Data Protection Act 1998, Collings Park Trust is a Data Controller. This means that we collect personal data and decide how and why it is used and 'processed'. We will only use it for the purposes listed in this notice and for things that we have told you about in advance.

This privacy notice explains what happens to the information we collect.

The Data Protection Act 1998 and other laws apply to the Trust's use of anyone's personal information and everyone has rights regarding how their personal information is handled. This privacy notice to tell you:

- What information we collect about you
- What the Trust uses your personal information for
- Who (if anyone) the Trust passes it on to and how they use it
- How you can access the information the Trust holds about you.

2. Information we may collect and hold from you

We may collect the following personal information about you:

- Your name, address and contact details (telephone numbers and email addresses) for use across the Trust.

3. What we use your personal information for:

- Managing subscriptions and for accounting purposes
- Publicising fund-raising initiatives and managing donations received
- Providing newsletters and telling you about forthcoming events
- Managing Declarations of Interest.

In some cases we may have a duty to disclose your information by law to:

- Police, fire services or health authorities, or medical staff
- Others who may need information from us for their own purposes, for example detecting and preventing crime, prosecuting offenders and for the prevention and detection of fraud.

We do not give anyone access to your information in return for payment for their marketing or commercial purposes.

We will not share your personal information with anyone who claims to represent you unless we are satisfied that you have appointed them or they act in some recognised official capacity.

4. Access to your own information

At any time you may obtain a copy of, review or update personally identifiable information that we hold about you, by sending a request to collingsparktrust@gmail.com, or by contacting the Chair of Trustees.

After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

5. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

6. Complaining

When we receive a complaint, we record all the information you have given to us.

We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

- If you are not happy with our privacy policy or if you have any complaints then you should tell us by email. Our email address is collingsparktrust@gmail.com
- You can find further information about our complaint handling procedure at <https://www.collingsparktrust.org/policy-documents>
- If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with the Trust in a process of mediation or arbitration.

If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

7. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

- to provide you with the services you have requested
- to comply with other law, including for the period demanded by our tax authorities
- to support a claim or defence in court.

8. Compliance with the law

Our privacy policy has been compiled so as to comply with the law. If you think it fails to satisfy the law, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to provide your personal information.

9. Review of this privacy policy

We may update this privacy notice from time to time as necessary. Updated versions will be accessible via our website: <https://www.collingsparktrust.org/policy-documents>.

If you have any question regarding our privacy policy, please contact us.

10. Accessing and removing the information we have about you

You have a legal right to request information that we hold about you and we have a duty to respond within a reasonable period of having obtained the data (within one month). You can ask via email at collingsparktrust@gmail.com or write to:

Collings Park Trust
c/o 12, Fortescue Place
Hartley
Plymouth
PL3 5HT