

Sussex Gardens Trust
Protecting Your Personal Data
Privacy Notice

Your personal data is important both to you and to Sussex Gardens Trust. From 25th May 2018 a new law, the General Data Protection Regulation (GDPR) replaces the Data Protection Act (DPA), which has been in force since 1998. The GDPR has many similarities to the DPA and it reinforces and strengthens the obligations of organisations that use your data and gives individuals greater rights to see the information that is held about them.

Sussex Gardens Trust is committed to protecting and respecting your privacy. For any personal data you provide, Sussex Gardens Trust is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

Members of the Trust give us information by filling in forms sent by post, downloaded online, handed out at an event or by corresponding with us by phone, e-mail or otherwise. This includes information you provided when you applied for membership of the Trust. The information we hold on you may include name, title, address, e-mail address, phone number, UK tax status, bank details and areas of our work where you said you would like to be involved.

On occasion we may collect personal data from non-members (e.g. where non-members book for an event organised by the Trust).

Why we need your personal data

The reason we need personal data is so we can provide membership services, manage the Trust and administer any bookings made in connection with events we organise. Our lawful bases for processing personal data are that: we have a contractual obligation to provide the services signed up to when members joined the Trust or where bookings are made by members or non-members to attend an event; a legal responsibility under the Companies Act to communicate with members regarding Company Meetings; and a legitimate interest in connection with our charitable activities which members have expressed interest in.

The Trust has a Facebook social media page. All members are free to join this page. If you join, please note that provider of the social media platform(s) have their own privacy policies and that the Trust does not accept any responsibility or liability for these policies.

Who we share your personal data with

SGT Council Members are Directors and Trustees of the Trust and have access to all personal data. When event bookings are made, the Trust shares details of bookings with volunteers involved with event organisation. The Trust does not share other personal data with other SGT members without consent. Where you have signed a Gift Aid Declaration, we also include your details in a claim from HMRC.

The Trust uses Mailchimp, AOL and other e-mail service providers to distribute e-mails and shares e-mail addresses for this purpose. The Trust does not supply any personal data it holds to any other third party.

How long we hold your personal data

Personal data connected with financial transactions and event bookings is held for 7 years. Personal data connected with Gift Aid is held for 7 years. Other personal data connected with membership is kept until 2 years after membership ceases.

Your rights regarding your personal data

As a data subject you have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Trust. If you choose not to share your personal data with us you may not be able to continue as a member.