

## DATA PRIVACY NOTICE OF ST TEILO'S TRUST

### **1. Your personal data- what are they?**

Personal data relate to a person who can be identified from that data. Identification can be from the information alone or in conjunction with any other information in the possession of the person who holds that data or which is likely to come into his/her possession. Under the General Data Protection Regulation (GDPR) which comes into effect in the law of England and Wales on 25<sup>th</sup> May 2018 a person who holds personal data about someone else is known as a data controller. Use of personal data to contact you is known as the processing of personal data. Both the holding and the processing of personal data are governed by the GDPR.

### **2. What is St Teilo's Trust?**

St Teilo's Trust is a charitable trust registered with the Charity Commission under charity number 1032405 which is run by a body of trustees who are the data controller. The trustees either acting as a body or having delegated their authority to one or more of their number are permitted to process your personal data in the manner and for the purposes set out in any consent form which you may have signed.

### **3. What of your personal data does St Teilo's Trust hold?**

St Teilo's trust holds (and therefore controls) the following personal data about you:

Your title, your Christian names and surname, your address, your telephone number(s) and your email address or such of that data as you have consented to St Teilo's Trust holding.

We use your personal data for the following purposes:

- a) To enable us to contact you for the charitable purposes specified in our declaration of trust
- b) To maintain our own accounts and records

### **4. How do we process your personal data?**

St Teilo's Trust complies with its obligations under the GDPR in the following ways:

- a) By keeping personal data up to date
- b) By storing, deleting and destroying it securely
- c) By not collecting or retaining excessive amounts of data
- d) By protecting personal data from loss and misuse, unauthorised access and disclosure
- e) By ensuring that appropriate technical measures are in place to protect personal data
- f) By making reference to grant applicants by name in minutes of trustees meetings
- g) By making reference to grant recipients by name in income and expenditure accounts
- h) By the processing of Gift Aid applications
- i) To inform you of any opportunities and changes in the manner in which St Teilo's Trust operates

### **5. What is the legal basis for processing your personal data?**

- a) Signed consent of the data subject for the purposes set out in the form of consent
- b) Processing is carried out by the trustees or the chairman acting on behalf of the whole number of trustees assisted by his secretary

## **6. Sharing your personal data**

A minimal amount of your personal data is made available to the accountants of St Teilo's Trust to enable them to prepare the annual financial statements and trustees report as required by law. Otherwise your personal data will be treated as strictly confidential and will only be shared by the trustee body with each other (and the secretary to the trustees) in order to carry out the purposes of the Trust. Except as indicated above St Teilo's Trust will not share your data with third parties

## **7. For how long do we keep your personal data?**

We will keep your data for up to 6 years from the date of your signed consent forms. That includes Gift Aid declarations and associated paperwork.

## **8. Your rights in connection with your personal data**

Unless subject to an exemption under the GDPR or overriding legal requirements imposed upon the holding and processing of personal data by St Teilo's Trust you have the following rights in connection with your personal data:

- a) The right to request a copy of any personal data which St Teilo's Trust holds about you
- b) The right to request St Teilo's Trust to correct any of your personal data if you discover that it is either inaccurate or out of date
- c) The right to request St Teilo's Trust to erase your personal data where it is no longer necessary for the Trust to retain it
- d) The right to withdraw your consent to St Teilo's Trust either holding or processing your personal data at any time
- e) The right to request St Teilo's Trust to provide you with your personal data and where possible to transmit that data directly to another data controller (this is known as the right to data portability)
- f) The right, if there is a dispute about the accuracy of processing of your personal data to request a restriction on further processing of your personal data or any of it
- g) The right to object on grounds relating to your particular circumstances to any of our particular processing activities where you believe that they (or any of them) have a disproportionate impact on your personal rights
- h) The right to lodge a complaint with the Information Commissioners Office

## **9. Further processing**

If St Teilo's Trust wishes to use any of your personal data for a purpose which is not stated in this data privacy notice (or in the form of consent which you have signed) then we will provide you with a new data privacy notice explaining the new purpose prior to commencing the processing of your personal data and setting out the relevant uses purposes and processing conditions to the extent required by the GDPR. We will seek your prior consent to processing for any such new or additional purposes.

## **10. Contact details**

To exercise all your rights and to raise any queries or complaints please contact the chairman of St Teilo's Trust Rev Patrick Mansel Lewis c/o Stradey Estate Office, 53 New Road, Llanelli, SA15 3DP, email address [patmanlew@btconnect.com](mailto:patmanlew@btconnect.com), telephone number 01554 773059.

The information Commissioners Office address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Their telephone number is 0303 123 1113. Their website is <https://ico.org.uk/global/contact-us/email/>