



The Country Trust – Donor Privacy Notice

What is the service being provided	Donor Records at The Country Trust							
What personal data do we need from you?	Name	Address	Contact details: Email Telephone number			Bank Details		
Who will be using your Personal Data?	Who is the Data Controller?			The Country Trust				
Who is the Data Controller's Data Protection Officer?	Who is the Data Controller's Data Protection Officer?			The Country Trust is not required to have a Data Protection Officer. We have a Data Officer who is the Office Manager – Alison Smith				
	Are there any Data Processors?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	Who are they?			n/a				
What will it be used for and what gives us the right to ask for it and use it?	The <u>Purpose</u>			To acknowledge donations and keep you informed about the work we are doing. Financial records				
	The <u>Legal Conditions</u>			Financial Information				
Who else might we share your data with?				HMRC for gift aid purposes with your consent. This data will not be shared with anyone else.				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?				No				
When will it stop being used?		Upon request						
How long will your data be kept?		Brief financial records of donations will be kept in accordance with our retention schedule						
Our use of the data will be subject to your	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	

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legal rights (marked if applicable):	Restrict		Portable		Object		Automate	
Are you giving us your data directly?	This is the reason why we are allowed to ask for it and use it:				To acknowledge receipt of donations.			
	This is what could happen if you refused to let us use your data for this purpose:				We could no longer keep you informed.			
Where will we store your data?	Physical and electronic systems				Donor's file - in locked cabinet Our electronic database of staff/trustees/volunteers/self-employed/donor On other secure IT Systems – office 365 and cloud based systems.			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations (overview)								
The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address					The Country Trust, Moulsham Mill, Parkway, Chelmsford, CM2 7PX			
Email					asmith@countrytrust.org.uk			
Telephone Number					01245 608363			
If you still have concerns following our response, you have the right to raise the matter with the Information Commissioners Office:								
Postal Address					Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF			
Online Form					https://ico.org.uk/concerns/handling/			
Phone Number					0303 123 1113			

The Country Trust can share without an individual's knowledge in cases where, for example, personal data is processed for: • the prevention or detection of crime; • the apprehension or prosecution of offenders; or • the assessment or collection of tax or duty. An organisation processing personal data for one of these purposes is exempt from the fairness requirements of the DPA, but only to the extent that applying these provisions would be likely to prejudice the crime and taxation purposes.

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