



REGISTERED CHARITY NO: 201288

## the Bridge Trust – Policy Document

# Bridge Trust - Data Protection and Privacy Policy

## 1 Privacy policy

The Bridge Trust recognises the trust that you place in us when providing us with your personal data, and we are committed to being transparent and respectful in the ways we handle your information.

This policy tells you how we collect and use your information, and your rights in having your personal data protected. We may make changes to this policy from time to time, so please check back occasionally.

### 1.1 How we gather and use your information

When you contact us, we collect personal information from you, such as your name, address, email address, phone number and, where appropriate, your date of birth. You may complete a form on our website, or you may give us your details via a phone call, email, or on a paper form.

We ask for your details in connection with the specific request that you make. For example, you may give us your information in order to donate to the Bridge Trust, ask us a question, apply for an award etc.

We will add your details to contact database. We will process your information to record and administer your request and we will use these details to contact you about your request or transactions.

### 1.2 3<sup>rd</sup> Party Information

In some cases, we will receive your personal information through a third-party e.g. you may be listed as a contact in a award application. We will hold this information in accordance with our policy on privacy.

### 1.3 Job and volunteer applicants

If you apply to work or volunteer for the Bridge Trust, we will only use the information you give us to process your application and to monitor recruitment statistics. If we want to disclose information to someone outside the Bridge Trust - for example, if we need a reference - we will make sure we tell you beforehand, unless we are required to disclose this information by law.

If you are unsuccessful in your application, we will hold your personal information for five years after we've finished recruiting the post you applied for. After this date we will destroy or delete your information. Successful applicants will be provided with information about how their details would be used as a Bridge Trust employee during the appointment process.

### 1.4 Sensitive information

There may be occasions when we ask you to provide additional personal information which may be sensitive. For example, if you are taking part in an event, then we may ask



## **the Bridge Trust – Policy Document**

REGISTERED CHARITY NO: 201288

if you have any health or medical issues that we need to be aware of. By providing this information, you are giving us permission to use it for the purposes of the event.

It may be necessary for us to pass this sensitive information to a third party who we request to provide a service on our behalf at the event e.g. first aiders contracted by us to work at the event. We ensure that in these circumstances, that these third parties treat your confidential information to the same high standards that we do.

### **1.5 Third party event providers**

Some of our events are run using the services of other organisations. These may be indicated on our website as 3rd party events, with details shown to tell you who the organiser is when you register. In these cases, the Bridge Trust may need to share your details with the event organiser who may contact you about your participation in the event. We ensure that our 3rd party event providers only use your information for the purposes of your participation in the event.

### **1.6 Using your information for marketing**

Currently the Bridge Trust does not use the information we hold on individuals and organisations for marketing except to the extent of advising you of specific activities (e.g. tours of our historic buildings, open days, new award programmes etc). If you ask us not to send you this information, then we will not.

### **1.7 Contacting businesses and community groups**

The Bridge Trust has many strong partnerships with a variety of organisations within our communities. If you are a business or community group (e.g. Scout group or sports club) then we may contact you by post or phone about ways that your organisation can get involved with the Bridge Trust and about our award making activities, without your prior consent. This is because we believe that we have a legitimate interest in doing so. We will do this in the following circumstances:

1. Where we have obtained details about your business or group because it has received an award from the Bridge Trust in the past.
2. Where we are running a fundraising activity or awards programme that we feel may be of interest to your community group or business
3. Inviting your organisation to an event, talk or tour
4. An organisation with a corporate identity may also be contacted by email. Any organisation can tell us that they do not wish to be contacted.

### **1.8 Contacting trusts, award providers and foundations**

We may contact organisations who provide awards, or who operate as trusts or foundations where we have a legitimate interest in doing so and where we do not infringe on the rights of the individuals who are part of the trust or foundation. We may undertake research about these organisations and individuals who are part of them, e.g. trustees.

This research is only carried out using information that is in the public domain and where the individual may expect that this information may be used for this purpose. An individual can object to this processing at any time using the contact details in this policy.



## the Bridge Trust – Policy Document

REGISTERED CHARITY NO: 201288

### 1.9 Legal Obligation

We will share your personal information if we are required to do so by law.

## 2 How we store your personal data

the Bridge Trust is committed to ensuring the security of your information. We have strict physical, electronic and managerial procedures in place to secure and store your personal information.

The information that we collect from you is stored on paper and in electronic databases

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

## 3 Keeping your information

the Bridge Trust will retain the information that you provide to us for as long as it is needed to administer the relationship, we have with you and for the purposes for which it was originally intended.

All data is kept safe and secure and to prevent loss or unauthorised access. In some cases, we will need to retain your details to meet legal requirements, such as the records we are required by law. When we do not require your information anymore, it will be disposed of securely.

In various forms, the Bridge Trust has been in existence for over 700 years and holds historical information for that period which has been of assistance to historians in relating past events. Where we keep such information that might identify you, it will not be placed in the public domain for at least 100 years. Your rights to amend or request deletion of this information will not be affected.

## 4 Your rights

With effect from the 25 May 2018, the General Data Protection Regulation will ensure that all individuals have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

## 5 Rights in relation to automated decision making and profiling.

Please contact us if you feel that any information that we have about you is inaccurate and needs to be corrected.



## **the Bridge Trust – Policy Document**

REGISTERED CHARITY NO: 201288

You can contact us if you wish to object to the way that your data is being processed, to withdraw your consent for processing, to make a complaint about the use of your data or to request that your data is deleted.

You have the right to ask for a copy of the information that we hold about you. This is known as a Subject Access Request and you can contact us to request this via [admin@barumbridgetrust.org](mailto:admin@barumbridgetrust.org). We will need to verify your identity in order to provide this information to you.

### **6 Privacy Notice**

If you wish to change your contact preferences contact us by any of the following means:

- Telephone: 01271 3243995
- Email: [admin@barumbridgetrust.org](mailto:admin@barumbridgetrust.org).

If you are not satisfied with any response we give to your concerns about how we process your data, or believe that your data has been processed unlawfully, then you can contact the Information Commissioners Office.