

# LOVER COMMUNITY TRUST PRIVACY POLICY

## Introduction

Lover Community Trust registered as a Charitable Incorporated Organisation in November 2015 and is managed by a Board of Trustees. The Registered Charity Number is 1164291. The address is: **The Old School, School Road, Lover, SP5 2PW.**

The website address is: <https://lover.org.uk>

We know how important it is for you to understand how your data may be used. This Privacy Policy sets out how and why we collect, store, process and share your personal data. This policy also tells you what your rights are in relation to the personal data you give to us. If you have any questions about this Privacy Policy or your rights under it, please contact us by post at the above address or by email via our website.

## Your consent

Lover Community Trust needs your consent to hold data about you. Any forms or documents that Lover Community Trust need you to complete (manually or electronically) will ask for your consent and be clear about what the information will be used for if you choose to provide it. There will be some circumstances where Lover Community Trust are only able to provide you with services if you consent to providing necessary information, for example, room bookings or shop sales. To withdraw your consent please email us via our website.

## Your right of access

You have a right to ask Lover Community Trust what information Lover Community Trust hold on you and to ensure that it is accurate and up to date. You also have a right to have it rectified if it is not. Lover Community Trust may regularly ask you if there have been any changes to your data so that Lover Community Trust are able to keep information up to date. If you are concerned about what information Lover Community Trust hold on you, or would like to update information that Lover Community Trust hold on you, please contact the Lover Community Trust Chairman or Secretary via the website. Lover Community Trust will process your request within one calendar month of receipt of your request.

## Storing your data

All physical data will be held securely in a locked cabinet in a non-public location, accessible only by designated Trustees of Lover Community Trust. Any computer with access to personal data will be password protected. All electronic data held on portable devices (for example laptops and USB drives) will be password protected and encrypted. All relevant staff members will be supplied with data storage equipment and encryption software to ensure data security where personal or sensitive data is stored.

## Disposal of data

If Lover Community Trust agree to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. Lover Community Trust will notify you in writing to confirm when and how it has been

destroyed or permanently erased. Lover Community Trust may not agree to disposal of certain data if Lover Community Trust have a legitimate or legal need to retain it. Where there is a legal obligation to, Lover Community Trust will keep a record of destruction of data.

### **Retention of personal data**

Lover Community Trust will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that Lover Community Trust will keep documents for a minimum period of time. External organisations may also keep information Lover Community Trust lawfully provide for periods of time determined by them. Some of these documents may contain personal data.

Lover Community Trust will store archived documents securely, and maintain a register of archived documents along with their planned destruction date. Lover Community Trust will review annually these retention periods to ensure that they remain within the law and recommended practice.

### **Sharing of data**

Lover Community Trust will not share your information with third parties, unless Lover Community Trust is legally obliged to, or there is a risk of harm to you or another, for example, in a safeguarding situation. Lover Community Trust may use a third party to collect or process your information, for example, an electronic mailing list provider.

### **Promoting a culture of data protection**

Lover Community Trust will have data protection as an agenda item at its ordinary meetings, as required, to ensure that any issues or concerns are addressed by trustees. All new trustees, as part of their induction, will be briefed on Lover Community Trust data protection arrangements. All Trustees, Members and relevant volunteers, as part of their induction or any ongoing training, will be briefed on Lover Community Trust data protection arrangements.

### **Monitoring and Review**

The Chairman is responsible for monitoring this policy and ensuring that all Trustees are aware of their responsibilities as outlined in the policy.

Lover Community Trust will oversee, review and update this policy **annually**.

Date approved: **4<sup>th</sup> February 2019**

Signed \_\_\_\_\_ Chairman

Signed \_\_\_\_\_ Secretary

Date of next review: **September 2019**