



## PRIVACY NOTICE

### Your Personal Information and What We Do With It

Cheshire Gardens Trust (CGT) is committed to protecting and respecting your privacy. The Trustees (Council of Management) are legally the 'data controllers' of your personal information which means they are subject to the EU General Data Protection Regulation (the GDPR), which is operational from 25 May 2018.

This Privacy Notice meets the Trustees' obligations under the GDPR by providing our Members with information about how we deal with your personal data.

#### **The personal information that we have:**

- Your name;
- Your contact details: home address; e-mail address; telephone number;
- Financial information, including your bank details, if you have agreed to pay your subscription by Standing Order. We do not keep your bank details from any cheques that you send to us.

#### **Where your personal information comes from:**

- From you, when you complete an application form for membership, a Gift Aid Declaration or Standing Order form. We also keep a list of all members (and non-members) who attend events;
- From someone else who has bought membership on your behalf;
- Indirectly from you, if you have been given gift membership as a thank you for hosting or speaking at an event on our behalf.

#### **Why we use your personal information**

We cannot administer the CGT or provide you with the services that you would expect as a member of CGT without using your personal information, which is used for:

- Membership administration
- Claiming Gift Aid
- Sending you mailings such as renewal reminders; the newsletter; events information and other information that is considered of interest to members.

#### **Communications**

We will send you essential communications, such as renewal reminders and the Newsletter. We will also occasionally send you other information such as reminders of events; events organised by other bodies that you may be interested in, information from The Gardens Trust.

## **Sharing your personal information with others**

We do not sell your personal information to other organisations. Where applicable, we share your personal information with HMRC, in order to claim Gift Aid.

## **Your rights with regard to your personal information**

You have the right to:

- ask for access to your information and to ask how we process it;
- ask us to correct your personal information if it is inaccurate or to complete it if it is incomplete;
- ask us to erase your personal information;
- ask that we restrict the processing of your information;
- receive from us the personal information we hold about you which you have provided to us in a way that you specify;
- object to us processing your personal information.

There is no charge to you for exercising these rights.

## **Contact and further information**

If you have any queries about this Privacy Notice or how we process your personal information or if you wish to exercise any of your rights, you may contact the Secretary by email:

[joy.uings@btconnect.com](mailto:joy.uings@btconnect.com) or post: 26 Sandford Road, Sale, M33 2PS.

If you have any concerns about how we handle your personal information you can contact the Information Commissioner's Office or raise a complaint at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns), or call its helpline on 0303 123 1113.

There is more information about your rights under applicable data protection legislation on the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).