

Casterton Community Trust Privacy Notice

What personal data does Casterton Community Trust collect?

The data we routinely collect include names, postal, email addresses and telephone numbers of the trustees and names and addresses on Grant Application forms

What is this personal data used for?

We use trustees' data for the administration of the Trust and the communication of information and the organisation of meetings. Information provided on Grant Application forms is used to inform the applicant about the outcome of the application

Who is your data shared with?

Your personal data is not passed on by us, nor shared with other organisations

Where does this data come from?

We collect this data directly from the trustees when they are appointed and from Grant Application forms

How is your data stored?

Information is stored in digital form on computers and in the form of written documents stored with the Secretary

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The Trustees are responsible for ensuring Casterton Community Trust discharges its obligations under the GDPR.

Who has access to your data?

The Secretary has access to the data which may be shared with other trustees in order to carry out the legitimate tasks of the organisation

How you can check what data we have about you?

If you want to see the data we hold about you, you should contact the Secretary

How can you ask for data to be removed, limited or corrected?

- You should contact the Secretary if you wish to have your personal information removed from a Grant Application Form and the revised form stored

How long we keep your data?

- It is a requirement of the Trust Deed that a record is kept of the name and address and the date of appointment, re-appointment and retirement of each trustee. This information will be kept for the life of Casterton Community Trust
- Grant Application forms will also be held for the life of Casterton Community Trust