



The Haslemere Penny Ha'penny Trust.
c/o The Town Hall, High Street, Haslemere. GU27 2HG
Charity Registration No:1169411
Email: admin@thehpht.org.uk

Data Protection Policy

GDPR [General Data Protection Regulations] is a new Europe-wide data protection law to provide greater protection around personal data, and it effects every organisation that handles such data. GDPR came into force on 25th May 2018.

This Privacy Policy governs the manner in which The Haslemere Penny Ha'Penny Trust (Charity number 1169411), hereafter "HPHT", "we", "our" or "us" collects, uses, maintains and discloses your information. This privacy policy applies to the www.thehpht.org.uk website, hereafter "our website" and all products and services offered by The Trust.

1 Definitions

Personal Data:

Information where an individual can be identified from the data and the information is at least partly about or involving an individual.

Personal Sensitive Information:

Information relating to an individual which identifies you, or which can be identified as relating to you personally for example name, address, phone number, email address etc, may be collected and used by us for the purpose of grant funding.

Processing:

Includes obtaining, holding, using, amending, disclosing, destroying and deleting. Applies to paper information as well as electronic information. We will collect personal data from you only if you voluntarily submit such information to us. You can refuse to supply personal data except that it may prevent consideration of grant funding.

2 Policy Statement

HPHT is committed to ensuring any personal data will be dealt with in line with the GDPR and DPA [Data Protection Act]. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection regulations.

HPHT will ensure that personal data is:

- 2.1 recorded factually and in a non-discriminatory manner;
- 2.2 obtained only for the purpose of carrying out functions and responsibilities;
- 2.3 adequate, relevant and kept to the minimum necessary;
- 2.4 processed in line with the rights of individuals and in accordance with good data protection practice and kept secure;
- 2.5 Is only used for the ext purpose for which it was given.
- 2.6 Individuals about whom information is collected are informed as to why it is being collected, what it will be used for and who will have access to the data.

3. How we use collected information?

3.1 The Board of Trustees have full responsibility to ensure that The Haslemere Penny Ha’penny Trust complies with all legal obligations. It may use your personal information for the following purposes:

- To improve customer service – the information you provide helps us respond to your request and support your needs more efficiently.
- To improve our website – we may use feedback you provide to improve our offering and promote HPHT’s activities to the community.
- Email Communications – we will use your email address to respond to your inquiries, questions, and/or other requests. If at any time you would like to unsubscribe from receiving future emails, please contact us via our website.
- Website – details and photographic media relating to awarded grants may only be displayed on the website where the relevant applicant or their organisation has given consent for information about them to be used in this way.

4. How we protect your data.

We adopt appropriate data controls with regard to both your personal and your organisations information and the data is only shared within the Board of Trustees.

5. Sharing your personal data

We do not sell, trade or rent your personal identification information to others outside of the Trust.

6. How long do we hold your information?

We will hold your contact details whilst you remain a grant applicant or recipient and for a maximum of seven [7] years in accordance with Charity Commission and HMRC requirements.

7. Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it. Any person wishing to exercise this right should contact admin@thehpht.org.uk.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

8. Review

This policy will be amended regularly [at least every three years] to ensure that it remains up to date and reflects current regulations. Please visit our website to keep up to date with any changes. The most up to date version will always be posted on our website.

9. Your acceptance of these terms

When completing a grant application or using our website, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our website. Your continued use of our website following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting Us

If you have questions about this policy, please contact us at:

The Haslemere Penny Ha’penny Trust

Town Hall

High Street

Haslemere

Surrey GU27 2HG

Or via email at admin@thehpht.org.uk