**Martha Gunn Trust – Privacy Statement and data protection policy**

This privacy and data protection policy applies only to those individuals or organisations that are approved supporters and users of our web site or are providing services, events, or support.

This privacy policy applies to our use of any and all information or data collected by us or provided by you in relation to your use of our website or our operations.

This policy applies only to the actions of MGT supporters, volunteers, contractors and/or agreed users of our website. It does not extend to any website that can be accessed from our web site, including but not limited to, any links we may provide to other websites or social media websites. We have no control over these websites and are not responsible for their content. This policy does not extend to your use of such websites.

**1) Definitions**

Personal data is information about a person, or which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

**2) Responsibility**

Overall and final responsibility for data protection lies with the Trustees, who are responsible for overseeing activities and ensuring this policy is upheld and reviewed as necessary. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the trust.

**3) Overall policy statement**

1. The trust needs to keep personal data about its committee, members, volunteers and supporters to carry out the trust’s activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people’s privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

4 We will only collect, store and use data for: purposes for which the individual has given explicit consent. We will also store or collect data for our legitimate purposes or to comply with our legal obligations or for urgent health or safety of an individual.

5 We will provide individuals with details of the data we have about them when requested by the relevant individual. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

1. We will endeavour to keep personal data up-to-date and accurate and will store personal data securely.
2. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
3. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
4. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone’s personal rights or freedoms will be reported to the Information Commissioner’s Office within 72 hours, and to the individual concerned.
5. We expect all supporters, service providers and contactors to respect and uphold this policy. To uphold this policy, we will maintain, where relevant a set of data protection procedures for Trustees and volunteers to follow.

11 MGT retains the right to block or remove any person or organisation that it feels is detrimental to the trusts aims and values from all its social media, Email or similar. The decision of the chair is final.

**4) Review**

This policy will be reviewed every two years or if there are changes in Data protection Law or guidance.

Signature (Chair)………………………………………………Date…………….

**Definitions**

Supporter. Those people who have been approved by the trust and have access to our closed website or other online private sites