

DATA PRIVACY NOTICE

The Mathetes Trust



1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Mathetes Trust is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are given below.

3. How do we process your personal data?

The Mathetes Trust complies with its obligations under the 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What the technical terms mean

Personal data is information about a living individual which is capable of identifying that individual.

Processing is anything done with/to personal data, including storing it.

The **data subject** is the person about whom personal data are processed.

The **data controller** is the person or organisation who determines the how and what of data processing.

We use your personal data for the following purposes: -

- To inform you of the news, events and activities of The Mathetes Trust
- To maintain our own accounts and records (including the processing of gift aid applications)
- To administer supporter records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To share your contact details with our staff, associates and trustees when appropriate

4. What is the legal basis for processing your personal data?

- The explicit consent of the data subject (you), given so that we can keep you informed about news, events and activities, and process your gift aid donations and payments for services and products.
- In the case of employees and volunteers, processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- In the case of direct sales and ministry invitations, processing is necessary for the purpose of the legitimate interests pursued by the data controller except where overridden by the interests, rights or freedoms of the data subject.
- Processing is carried out by a not-for-profit body with a religious aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with staff, Associates and Trustees of The Mathetes Trust in order to carry out our ministry. We will never share your data with third parties without your consent.

6. How long do we keep your personal data?

We keep personal data only for as long as is necessary for the purpose for which it was collected. We take all reasonable steps to remove from our systems all data which is no longer required.

Specifically, we retain financial information i.e. gift aid declarations, donations, payments and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you
- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data be erased where it is no longer necessary for us to retain it
- The right to withdraw your consent to the processing of your data at any time
- The right, if there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction be placed on further processing
- The right to object to the processing of personal data where applicable (where processing is based on legitimate interests, direct marketing or processing for the purposes of research and statistics)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administrator at The Mathetes Trust, 10 Dairy Close, Wells, Somerset BA5 2ND, or through our website [contact page](#).

You can contact the Information Commissioners Office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.