

Whitehaven Trust Ltd

General Privacy Policy

Who we are?

Whitehaven Trust Ltd is a registered charity (216064) we are also a limited company (398716) and registered with the Information Commissioner's Office (Z5548618)

Why we may collect your personal information?

Whitehaven Trust Ltd may have to collect and use information from you with your consent. This is personal information which will be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computers or recorded by any other means.

We regard the lawful and correct treatment of personal information as very important to us and to maintaining confidence between us and those we communicate with and provide services. We will ensure that we treat personal information lawfully and correctly.

We fully endorse and adhere to the principles of the General Data Protection Regulation (GDPR).

This policy applies to the processing of personal data in manual and electronic records kept by us. It also covers our response to any data breach and other rights under the GDPR.

Data Protection Principles

Under General Data Protection Regulation all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) Processing will be fair, lawful and transparent
- b) Data will be collected for specific, explicit and legitimate purposes
- c) Data collected will be adequate relevant and limited to what is necessary for the purposes of processing
- d) Data will be kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.
- e) Data is not kept for longer than is necessary for its given purpose
- f) Data will be processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) We will comply with the relevant GDPR procedures for international transferring of personal data

How we use your information

We collect and use your information with your consent such as name, postal address, email address, telephone number in order to send information about our activities. You have the right to withdraw consent at any time.

If you have kindly Gift Aided a donation, we record whether you are a UK taxpayer and maintain a record of the Gift Aid claimed.

Information received from third parties

Where we engage third parties to process data on our behalf, we will ensure that the third party takes such measures in order to maintain Whitehaven Trust's commitment to protecting your information

Requirement to notify breaches

All data breaches will be recorded on our Data Breach Register. Where legally required, we will report a breach to the Information Commissioner within 72 hours of discovery. In addition, where legally required, we will inform the individual whose data was subject to breach.

Data Protection Compliance

If you want to request more information about our privacy policy or information regarding data protection you should contact us at the address below:

FAO: Administrator/Company Secretary
Whitehaven Trust Ltd
Springfield House
Well Lane
Llanvair Discoed
Monmouthshire
NP16 6LP

email: mail@whitehaventrust.co.uk

The Data Controller is the Board of Trustees of Whitehaven Trust Ltd