

PRIVACY POLICY

27th April 2018

This Privacy Policy sets out how we obtain, store and use your personal information. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

We have developed this Privacy Policy so that you may feel confident about the privacy and security of your personal information. The effective date of this Privacy Policy is 27th April 2018.

Our Details –	Secretary Lord's Work Trust 42 Beansburn Kilmarnock KA3 1RL
Information held –	Name & address E-mail address Telephone Numbers Bank details Family information (e.g. name of spouse, number of children etc.) Close relations (for Gift Aid purposes) Prayer letters
How it is collected -	Directly from yourselves Indirectly from others (websites etc.)
Why it is collected -	To process and pass information on gifts given To send to banking organisations to lodge gifts directly to bank accounts To inform Trustees and former Trustees of missionary work carried out
How will it be used -	To inform donors and/or recipients of gifts To keep a legal record (7 years) for accounting purposes To process payments to bank accounts Insert items in Look on the Fields and Fortnightly Newsletters
Shared with -	Donor and/or recipients Banking systems Auditors HMRC (Gift Aid only) Website/by mail - Look on the Fields & Fortnightly Newsletters
Access to -	I T provider
Security -	Regular backups performed All systems protected and updated regularly
Individuals Rights -	Right to be informed Right of access Right to rectification Right to erasure Right to restrict processing Right to data portability Right to object Right to withdraw consent at any time Right not to be subject to automated decision making including profiling Right to lodge a complaint

As a result of improvements we make to our services, amendments to laws or regulation or developments in the technology or processes we use, we may change the information we hold about you and/or the way in which or the purposes for which we process such information. Where we require your consent to such change we will contact you.

If you would like any further information on the GDPR and your rights under it, you can also contact The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or visit www.ico.org.uk.

Data Protection Officer
Lord's Work Trust