**PRIVACY NOTICE**

Under new laws coming into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected. Shepherd’s Cot Trust take the protection of the data it holds about you seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection and what your rights are.

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| **Name** |  **Shepherds Cot Trust (SCT)** |
| **Categories of personal data we collect** | * Name and date of birth
* Contact details
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| **Our sources of the personal data**  | We obtain personal data from: * Individuals registering to support/volunteer at SCT related activities and events
* Individual SCT member/beneficiary clubs
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| **Automated decisions we may take** | None |
| **Purposes for which we process personal data**  | **SCT** will process the personal data for:* Advising you about SCT and member/beneficiary club related events and activities
* Attendance at SCT and member/beneficiary club  related events and activities
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| **Who we will disclose your personal data to**  | * Our member/beneficiary clubs
* Volunteers who support SCT related activities and events
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| **Legal basis for processing your personal data** | The legal basis for the collection and processing of your personal data is:* **for administration and delivery of community activities taking place at Shepherds Cot Trust** and in that it may be  necessary to fulfil the contract that you may enter into or have entered into with us
* **for dealing with medical needs:** that you have given your  consent to or in your vital interests.
* **in all other cases:** that it is necessary for our legitimate  interests which are to build a programme to encourage  community activities and does not prejudice or harm your rights and freedoms.
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| **Your right to withdraw consent** | Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it. |
| **Location of your personal data** | SCT will keep your personal data within the European Economic Area.  |
| **How long we will keep your personal data for**  | We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for 2 YEARS. After this date we shall delete your data or ask you if you wish to continue to stay in touch. |
| **Your rights in respect of your personal data** | You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.  |
| **Our contact details** | email phone website   |
| **Complaints** | If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the Trust. You can also contact the Information Commissioner’s Office. |