



DATA PRIVACY NOTICE

THE FALCONER 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 Falconer Trust is the data controller (see contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Falconer 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.

We use your personal data for the following purposes:

- To inform you of news through our regular newsletters
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To contact individual supporters as and when necessary to discuss matters pertinent to the activities of the Falconer Trust

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

- Explicit consent of the data subject is required so that we can keep you informed about news, and process your Gift Aid donations
- Processing of data is carried out solely by The Falconer Trust. There is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. Should it be necessary to share your personal data with a third party, your explicit consent will be required.

6. How long do we keep your personal data?

Your personal data will be kept until one of the following occurs:

- You request that your data be removed and destroyed
- Death of the data subject
- The Falconer Trust ceases to operate, or ceases to require such data
- In the case of Gift Aid Declarations, you inform us that you are no longer a taxpayer.

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 your personal data which the Falconer Trust holds about you;
- The right to request that the Falconer Trust corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the Falconer Trust to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's 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 with 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 Manager at:

The Falconer Trust, 3 Linmore Court, Thrextton Road Industrial Estate, Watton, Thetford, Norfolk
IP25 6NG

Tel: 01953 884468

Email: mail@thefalconertrust.co.uk