

Hope Trust Privacy Policy

Created May 2018, Reviewed every 3 years or as legislation determines.

This policy lets you know what we do with information if you become a volunteer, helper, prayer supporter or a donor.

We want you to know that:

- Hope Trust collects and retains personal information from you when you become either a volunteer, helper, prayer supporter or a donor e.g. name, address, email, phone number and in the case of donors – signed gift aid forms if applicable.
- Your information will only be used in connection with Hope Trust activities and routine updates.
- All information held will be destroyed securely within 3 months when you cease to be a volunteer, helper or prayer supporter.
- All information held will be destroyed securely when you cease to be a donor, in line with legal requirements e.g. HMRC Gift Aid guidelines etc.
- Your information will not be passed to any group, organisation, individual or used for any other purpose.
- You can see what personal information we hold, upon request, and can ask for that information to be removed at any time, again subject to legal requirements for holding financial information (Hope Trust contact details above.)
- From time to time we might need to ask you to confirm that your personal data e.g. address, phone number or email is accurate and up to date.

This policy also lets you know what we do with information you might give to us, if you either become an attendee of Hope Trust activities or enter into a befriending relationship with one of our staff/volunteers.

We want you to know that:

- Your information will only be used in connection with Hope Trust activities and any relevant updates.
- All information held will be destroyed securely either:
 - Within 6 months if there is no further reason for us to be in contact
 - Or 2 years if we have visited you at your home
 - Or if Hope Trust develops an ongoing relationship with you e.g. 1:1 befriending then when this relationship comes to an end e.g. you move away.
- Your information will not be passed to any group, organisation, individual or used for any other purpose.
- You can see what personal information we hold, upon request, and can ask for that information to be removed at any time, again subject to any legal requirements in force at that time.
- From time to time we might need to ask you to confirm that your personal data e.g. address, phone number or email is accurate and up to date.

Adopted by Trustees:

Review summer 2021, or when new Data Protection rules come into force.