

## GPM Privacy Policy

The GPM Charitable Trust is committed to protecting and respecting your privacy.

This policy, and any other documents referred to within this document, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By visiting this website, you are accepting and consenting to the practices described in the policy.

This is our privacy policy so please be aware that should you follow a link to another website, you are no longer covered by this policy. It's a good idea to understand the privacy policy of any website before sharing personal information with it.

Under the EU General Data Protection Regulation (EU) 2016/679 (GDPR), GPM is the data controller, a charity registered in England and Wales under charity number-227177, with its registered office at 43 Spriggs Close, Clapham, Bedford. MK41 6GD.

Our nominated representative is Keith Keys, Secretary, his contact details are: 43 Spriggs Close, Clapham, Bedford. MK41 6GD, or email [gpmcharitabletrust82@gmail.com](mailto:gpmcharitabletrust82@gmail.com)

### Privacy

In order to protect the rights of those using our website, we comply fully with the GDPR which stipulate guidelines and regulation for the strict security procedures required for the storage and disclosure of information given to us and to prevent the unauthorised access or loss of such information.

Whilst we are unable to guarantee that loss, misuse or alteration of information will not occur, we do everything in our power to prevent fraudulent intervention.

### Information we collect from you?

We will collect and process the following categories of data about you:

- ◆ **Information you give us:** this is information about you that you give us by or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include personal data such as your name, postal and email address, data of birth, phone number. For those filling in application forms for grants, the data required by us will be much more extensive and may include details of your personal circumstances, finances or relevant medical information.

We may also collect special category data regarding your health, this is for us to process your application for a grant. If your reason for asking for the grant is based on a medical condition, then we will need to know basic health information and how it compromises your situation to see if you are eligible. This data will be kept in accordance with our data protection policy and is obtained under Article 9 2 (d). Unless you agree that we can hold this data about you and provide your consent you should not complete our application form.

**Other voluntary information:** we also ask for trade union membership details and ethnicity information to ensure that we provide services to all members of the community. You do not have to provide this information and your application will not be affected in any way. It is also anonymised, and you cannot be identified from the information that you provide, should you choose to provide it. This anonymised information is on our agenda at our review meetings to ensure that we include all aspects of the community. If you provide this information, it will be kept separately from your application and you will not be able to be identified from it.

- **Information we collect about you.** This is information that we collect automatically about your visit during your time on the website. It typically involves technical information and is often collected using small data files called “cookies”. We may use this information to make improvements to our website and to ensure we provide the best service for users. Wherever possible we will use aggregated or anonymous information which does not identify individual visitors to our websites.

### **How do we use this information?**

All information about you that we collect or receive, whether of a personal or technical nature, may be used by us in the following ways:

- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;
- To notify you about changes to our services;
- To comply with our Data Protection and Data Retention policies.

If you visit our website, we may record information about the number of visitors the site receives, no other information is collected.

### **How we protect your personal information?**

We take all appropriate physical, electronic and managerial measures to ensure that we keep your information secure, accurate and up to date, and that that we only use your data in accordance with our data protection policy and our data retention policy. In some circumstances we may anonymise your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

We have procedures in place to deal with any suspected personal data breach and will notify you and any supervisory body of a breach if we are legally required to.

Please note that we do not require your consent to share this information if we suspect criminal or unlawful activity, in these circumstances we will only contact the relevant organisations.

### **Emails terms of use**

Emails are not always secure, and they may be intercepted or changed after they've been sent. The GPM Trust doesn't accept liability if this happens. The contents of emails reflect their author's views and not necessarily those of The GPM Trust. Please note that you are sending us sensitive information, please ensure that you agree to these being sent via email and understand the risks involved by doing so.

The information in emails is confidential, so if you have received one by mistake, please delete it immediately without copying, using, or telling anyone about its contents.

## Your rights

You have the following rights under law in respect of your personal information:

- The right to be informed about the collection and use of your personal information;
- The right of access to your information to verify the legality of our use of it;
- The right to request that inaccurate or incomplete information about you is rectified;
- The right to request the deletion or removal of your information where there is no further reason for us to use it (such as you have withdrawn your consent to receive our marketing);
- The right to restrict the use of your information;
- The right to obtain and reuse the information that we have about you for your own purposes;
- The right to object to certain uses and
- The right not to be subject to a decision that has a legal effect on you that has been based on an automated decision.

Should you wish to exercise any of these rights, you may do so at any time by writing to us at the address given below.

If you would like to request the information we hold about you under a **Data Subject Access Request ("DSAR")**, you may do this by email or by post to Keith Keys, Secretary, his contact details are: 43 Spriggs Close, Clapham, Bedford. MK41 6GD. Or email [gpmcharitabletrust82@gmail.com](mailto:gpmcharitabletrust82@gmail.com)

We will send you a form so we can verify your identity, so we can provide the information to you.

If you can advise of the specific information that you require, we can process your request more quickly. We will respond to your request within one month of you providing information that confirms your identity.

We will respond within one month, giving you a copy of your data, why we have it, who it could be disclosed to, the categories of data it involves, and it will be in a format that you can access easily. You have the right to clarify and correct the information as necessary. It can be deleted providing that it is not required for legal or public interest reasons. If your request is more complex, for example it involves other data subjects and we need their consent to release the relevant information we can extend our response time to three months, but we will inform you of this. If they do not give their consent, we will anonymise this data or remove the relevant detail before sending this to you. We will not charge for data subject access requests unless they are excessive or manifestly unfounded. Then we will charge for administrative time only.

If you feel that your rights have been breached in any way, you should contact our Chairman or our Vice Chairman at the address given above. We will do our best to help you and ensure that we give you the best service possible.

You have the right to escalate this to the Information Commissioner's Office via their website (<https://ico.org.uk>) or by writing to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **Changes**

If your personal details change, please help us to keep your information up to date by notifying us at our main address: Keith Keys, Secretary, his contact details are: 43 Spriggs Close, Clapham, Bedford. MK41 6GD. Or email [gpmcharitabletrust82@gmail.com](mailto:gpmcharitabletrust82@gmail.com)

We may change the terms of this privacy statement from time to time. If we do, we will post the changes here so please check from time to time. By continuing to use our websites you will be deemed to have accepted such changes.

We use the following third parties and have included their privacy policies for your reference:

[https://policies.google.com/privacy?utm\\_source=pp-email&utm\\_medium=email&utm\\_campaign=EU&pli=1](https://policies.google.com/privacy?utm_source=pp-email&utm_medium=email&utm_campaign=EU&pli=1)

<https://www.theprintingcharity.org.uk/privacy-statement/>

Our Cookie policy is detailed here:

<http://gpmtrust.org/cookie.html>

## **Changes to our privacy policy**

Any changes we make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.