



## Chislehurst Commons - Privacy Policy

At Chislehurst Commons we respect the privacy of our supporters, volunteers and visitors to our website. This policy sets out the way we collect data, how we store it, protect it, use it, and what rights you have.

### Who are we?

Any references to “Chislehurst Commons”, “Trust”, “we” or “us” are to the charity named Chislehurst Commons, as registered with the Charity Commission (registration number 1028121).

### What personal data we collect and how we use it

If you are a Donor, either by one-off donations or by regular standing order, then we collect your name, address, and email address from the completed donation form. From our monthly bank statements we insert the method and frequency of donation, whether Gift Aided or not, and the bank reference. If you are a volunteer, then we also store emergency contact details.

If you are not a Donor but have opted-in to receive our newsletters directly, then we only collect your email address.

This information is stored locally by the data controller and on a secure cloud system. It undergoes rigorous virus checking routines on a regular basis. Access to your data is strictly guarded by the data controller.

We send out newsletters to those with email addresses on a regular, but not too frequent, basis by MailChimp. This system allows you to unsubscribe at any time with ease, and your address is automatically removed by the system.

We have an annual reception to which we invite our Donors to express our gratitude for their support. Most of these invitations are issued by email.

### Sharing your information

We don't do this.

### Retaining your information

We hold your data only for as long as it is required. If you choose to unsubscribe, then your information is deleted immediately.

### What are your rights?

From May 2018 a new European General Data Protection Regulation (**GDPR**) gives everyone some improved rights as follows:

- Transparency over how we use your personal data (right to be informed),
- Request a copy of the information we hold about you (right of access),
- Update the data we hold about you (right of rectification),
- Ask us to stop using your data (right to restrict processing),
- Ask us to remove your information from our system (right to be forgotten),

- Object to the processing of your data for marketing purposes (right to object),
- Obtain and reuse your personal data for your own purposes (right to data portability),
- Not to be subject to a decision when it is based on automated processing (automated decision making and profiling).

If you would like more information regarding your rights under the data protection law, please see the [Information Commissioners Office](https://ico.org.uk/) website at <https://ico.org.uk/>

You can change your preferences at any time by using the form on our “Contact Us” page of the website at [www.chislehurstcommons.uk](http://www.chislehurstcommons.uk), or by directly emailing [info@chislehurstcommons.uk](mailto:info@chislehurstcommons.uk)

#### How to contact us

You can contact the data controller by writing to:

The Data Controller  
Chislehurst Commons  
The Old Fire Station  
Hawkwood Lane  
Chislehurst  
BR7 5PW

Or by emailing: [info@chislehurstcommons.uk](mailto:info@chislehurstcommons.uk)

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