

The Sozein Trust Privacy Notice

Processing your personal data is the responsibility of the Trustees of The Sozein Ministry of Healing Trust but governed by General Data Protection Regulation known as GDPR.

Personal Data is data referring to a particular individual who can be identified by that data. The Trustees decide how your data is processed and for which purposes, by liaising with Neil and Barbara and voting on this at trustees' meetings. Neil and Barbara are not trustees but attend their meetings. Neil is responsible for managing the day to day running of the trust. Barbara is a volunteer administrator and keeps volunteers informed where necessary. The personal data we hold is Name, Address, Telephone Numbers- landline and/or mobile and email address.

Processing and Purposes. We keep your information up to date if you inform us of changes and we store it either in paper folders in a locked cabinet, or in contact data bases on our computers. we use many tools to keep and to store your information safely and make safe. We make this secure electronically with computer security and with changing passwords. We only keep a minimum amount of information necessary to communicate with you and others. We do not sell your information but only pass it on with your permission and for the purposes below. We do not allow unauthorized access to it and we destroy unwanted data securely by deleting from the computer and mobile phones, burning or shredding paper information. We subscribe and comply with GDPR (ICO)

Your information is used for the following purposes;

1. For trustees and employee to be able to be informed and inform.
2. To help us provide and share information about the aims, work, activities and events of the trust.
3. To manage our employee and volunteers.
4. To maintain our own account, Gift Aid, donations and appeals.
5. To inform you of news and events of our Annual Programme and emailing or posting to your address.
6. To contact and inform local and emergency services for e.g.: accidents and safeguarding.

Keeping your Data. We will keep your data if you have filled in the consent form either by email or a paper version. We will contact you if necessary but this will take time so do ask us for a form. We must delete your information if you haven't filled in a consent form and returned it to us. All financial information will be deleted after six years. If we haven't heard from you after 6 years your data will be deleted but we will inform you first to send you another consent form if you wish.

Information about your rights with personal data.

You have the right to

1. Demand we correct your data if it is inaccurate, delete your data if it is no longer necessary for the trust to keep it and to request a personal copy of the data we hold.
2. The right to withdraw your consent to the processing at any time.
3. The right, where there is a dispute about accuracy or processing your data, to request a restriction be placed on further processing until the dispute is settled or data erased. The right to lodge a complaint with the Information Commission Office.

The legal basis for processing your data. You (the data subject) give consent so that we The Sozein Trust can be informed and inform you. You agree to us using your data only for the purposes above. We then have a lawful basis to process your data and you have more rights (see above).

For more information, you will find it from the following;

The Sozein Trust Tel: 01332 780598

The Old Vicarage, Church Lane, Horsley Woodhouse DE7 6BB email at neil.broadbent@sozein.org.uk

Visit our website at <http://www.sozein.org.uk>

ICO. Information Commission Office

The Charity Commission and GDPR

The Sozein Trust is a registered charity

Charity No. 1044449