How we deal with your data:

What data do we store on you?

We store your name, address and contact details only. As our charity is all about cooperation we will also store information on you so we can find possible links between other people in our database to cooperate on projects. For example if you work for another charity we would keep a note of this on your record.

Why are we storing the data?

We store data on every person we have dealt with while running our charity. This data is used to contact you with any dealings you have with the charity.

Where do we get the data from?

Data is normally taken from you directly (or your chosen representative) after showing an interest in our charity. We do not gather data from websites or other sources.

What is our reason for obtaining the data?
We obtain data so we can easily contact people associated with the charity, for example charity helpers, people who have chosen to give their time to help, or people directly receiving aid from the charity.

How long will we store the data?

The data will be stored for as long as required by the charity. We will periodically review our database and remove any data deemed no longer necessary.

How secure is the data?

The data is very secure and hosted on a private server.

Is the data encrypted?

The data is encrypted against unauthorised access, but is stored as plain text in our actual database. We do not store passwords or payment details.

Is the data accessible?

The data is accessible to charity personnel only, but if you wish to review what data is stored on you, please get in touch at data@chaffinchtrust.com or write to us at:
The Chaffinch Trust, The Steadings, Milton Brae, Milton Duff, IV30 8TL.

Will you be sharing the data with third-parties?

No we will never ever share your data with anyone else. However, the main focus of our charity is cooperation between charities, so contact details will be exchanged with a view to set up

connections to work on projects the charity is involved with.

How can I see what data is stored about me?

You can request a Subject Access Request (SAR), please get in touch at data@chaffinchtrust.com and we will send you instructions on how you can view your data. We will endeavour to send you your data within two weeks, but will do our best send you the data within a much smaller time frame.

How can I unsubscribe/remove myself from your database?

In the event you would like to remove yourself from our database, please write to us on **The Chaffinch Trust, The Steadings, Milton Brae, Milton Duff, IV30 8TL** or email us on data@chaffinchtrust.com and we will remove your data within 21 working days.

How will you use my data?
We will use it to contact you via telephone, email and letter. We will also use it to set up connections between charities to set up collaborative projects.