



**Abbey Cwmhir
Heritage Trust**

*Ymddiriedolaet
Treftadaeth
Abaty Cwmhir*

Data Protection Policy

1. Policy Purpose

In order to operate, The Trust needs to collect certain types of personal information about the people with whom it deals, such as members, volunteers, and those with whom it communicates in order to raise funds. This information has to be collected for administrative purposes and to fulfill legal obligations to funding bodies and the government.

The Trust is committed to protecting the rights and privacy of individuals in accordance with the requirements of the GDPR and this document outlines The Trust's policy in relation to the Data Protection.

2. Data Protection Activities

2.1 Security of data

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| 2.1.1. | The Trust must, at all times, be fully compliant with data privacy and information security legislation. |
| 2.1.2. | The Trust's requirement for information is balanced against data protection legislation which states that personal data should only be held for specified legitimate purposes. |

2.2. Personal data collection

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| 2.2.1. | The Trust will store information in compliance with statutory requirements. |
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2.3. Personal data holding

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| 2.3.1. | We will only hold information about Trustees/Volunteers and Members on computers and in manual filing systems for the following purpose: <ul style="list-style-type: none">• Recruitment of Trustees and volunteers• Training• Membership data including addresses and contact details• Directories / contact lists• Incidental information which is fundamental to the Trust's activities (such as attendance at events, transport, membership, health information relevant to field surveys etc) |
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2.4. Personal data access

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| 2.4.1. | We will only grant access to your personal information to the following: <ul style="list-style-type: none">• Authorised persons in order to meet legal obligations• Trustees• To other people connected with the Trust's legitimate activities in agreement with the individual concerned |
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2.5. Your rights	
2.5.1.	You have the right to be aware of what information is kept about you and for what purpose.
2.5.2.	You will generally not be able to see information that might also refer to other Trustees/volunteers without their consent since this might breach their right to confidentiality.
2.5.3.	Trustees/volunteers are responsible for ensuring that any personal data they collect and store manually is kept securely and is not kept for longer than necessary.

Content Editor: Abbey Cwmhir Heritage Trust	Last Updated: May 2022	Review by: May 2023
Description of Change:		Date:
May 2022 - New AHT Logo		3 May 2022

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