



## **THE FATHER THAMES TRUST**

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### **Privacy Policy**

#### **1. Introduction**

The Father Thames Trust (the "FTT") is committed to protecting any personal information that we collect concerning you.

This Privacy Policy gives you detailed information on why we collect your personal information, how we use it and how we keep it secure. It reflects the requirements of the General Data Protection Regulation (GDPR), which becomes effective on 25 May 2018.

The FTT is a charity registered with the Charity Commission for England and Wales (Registered Number: 1054655) and provides support principally to the Thames Landscape Strategy the not-for-profit partnership for the river corridor between Weybridge, Hampton and Kew aiming to understand, promote and conserve this special stretch of the River Thames.

The Father Thames Trust is the data controller of your personal information.

The contact details for the Father Thames Trust are:  
Rebecca Law  
c/o Thames Landscape Strategy  
Holly Lodge Richmond Park  
Richmond TW10 5HS

Email: [Rebecca.law@richmond.gov.uk](mailto:Rebecca.law@richmond.gov.uk)

If you have questions regarding your information or its use, please contact us.

#### **2. How we collect your personal information**

We collect your information from the donation/standing order form you complete when you make a donation to the FTT. In addition, if necessary we will update this information when you advise us of any changes to your personal details. We may also collect information from bookings made by you for events with the Thames Landscape Strategy or otherwise provided directly by you.

#### **3. The types of personal information we collect**

We collect the minimum amount of information we need to run the Trust effectively:

- Prefix and name
- Postal address
- Telephone numbers
- Email address
- Signature
- The amount of your donation, date paid and method of payment
- The date you made subsequent donations

In addition,



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- if you pay by standing order or direct bank payment, we collect the details of your bank account

if you elect to enable us to receive Gift Aid donations, we collect confirmation that you are a UK tax payer – as required by HMRC.

It is your decision whether or not to provide all the information listed above when you complete the donation forms. However, should you choose not to, then we may not be able to provide you with information about the events and services that we have to offer in conjunction with the Thames Landscape Strategy or in which you may wish to participate.

Other information provided by you, such as bookings for events with the Thames Landscape Strategy, will not be linked to this administrative information and will be kept only so long as it is required.

Children under 16 are not entitled to receive the Trust communications. Accordingly we do not collect the above information about such children.

Except as described above, we do not collect any information about you other than that which you or a member of your household provides to us.

### **4. Why we collect your personal information and how we use it**

The information you share with us helps us run the Trust effectively and helps us to give you, for example, information about the work of the Thames Landscape Strategy and its Partners and the events and activities that the Thames Landscape Strategy is organising which may interest you.

Processing of your personal information is lawful if it is necessary for the purposes of the legitimate interests pursued by the data controller, as long as those interests are not overridden by your interests and fundamental rights and freedoms, and taking into account your reasonable expectations of how your information will be processed.

The Father Thames Trust as the data controller of your personal information uses your personal information for its legitimate interests, which we have identified as including the following purposes:

- pursuing its charitable objects including promoting the preservation and protection of the Thames, its maintenance and improvement and the advancement of education about it
- providing you with information about the Thames Landscape Strategy and the locality and recent and proposed developments affecting it, its campaigning activities, events, publications, fundraising and other activities promoting the FTT's purposes
- administration of donations and legacies, including Gift Aid tax refunds
- sending you information that you have specifically requested
- ensuring that the communications you receive from us are relevant
- periodically sending emails about other information which we think you may find interesting

Before using your personal information for any particular purpose, we will carefully consider and balance any potential impact on you and your rights.



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### **5. How we handle your personal information**

The FTT does not provide your personal information to any third parties for marketing purposes other than the Thames Landscape Strategy and its Partners and that sharing of data excludes any details of your bank account and donations but we may share

- a) your contact details with service providers who work on behalf of the FTT in the delivery of services to you, such as printers and mailing houses, database service providers, website hosting or email delivery services. Again this is restricted to contact information only and does not include bank and donation details.
- b) Your data where lawfully required to do so by the police, a regulatory or government authority, including HMRC for the purpose of obtaining gift-aid tax refunds
- c) Otherwise, only with your consent.

### **6. How we protect your data**

The FTT is committed to protecting the personal information you entrust to us. We use appropriate security and policies, so the information we have about you is protected from unauthorised access and improper use.

The personal information you provide may be transferred to and processed in countries outside the EU, such as USA. By submitting your personal data, you agree to this transfer, storing or processing.

We will keep your information only for as long as is necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need.

We will delete other information containing personal data obtained from public sources when it has ceased to be required for the furtherance of the FTT's objects.

For us to comply with regulatory information requirements, for example, from the Charity Commission and HM Revenue & Customs, we may need to keep electronic records of your payments and copies or originals of your donation forms for a specific period. After this period, the records will be deleted and the forms will be destroyed. At your request we will send you a written confirmation confirming the deletion.

### **7. Your choices**

You can request at any time:

- copies of your personal information that we hold
- that your data be corrected, for example change of address
- that we change the method of contacting you
- that we stop contacting you

as explained below.

You can contact us by email or in writing using our contact details at the beginning of this policy. In addition any email circular we send to you will include a link and details on how to change your communications preferences or unsubscribe from



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future communications. Depending on the information or change requested, for security purposes we may require additional identification from you before acting on the request.

You may change your contact information and your preferences as to what type of communications you want to receive and how you want to receive them. We will comply with your preferences. However, there are some communications that need to happen regardless of your preferences. These are essential communications of the FTT, for example:

- transaction notification messaging, such as confirmation of payments.
- You have the right to require that incorrect information held about you by us be corrected. If you have any concern about the accuracy of your personal data, please let us know.

If, having contacted us, you do not receive the service to which you feel that you are entitled, you have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk).

### **8. Updates to this Privacy Policy**

This policy was last updated in May 2018.

We may need to update it periodically to take into account changes at the FTT or for example to reflect changes to regulations or legislation.

We will also inform you of any changes by email where we have your email address, or by mail if we do not.