



YORKSHIRE GARDENS TRUST

President: The Countess of Harewood

Vice-presidents: Lady Legard, Peter Goodchild, Nick Lane Fox

www.yorkshiregardenstrust.org.uk

Privacy Notice

Yorkshire Gardens Trust (**YGT**) is committed to protecting and respecting your privacy. For any personal data you provide, YGT is the Data Controller and is responsible for storing and processing that data in a fair, lawful, secure and transparent way.

What personal data we hold?

Members of YGT give us information by filling in forms sent by post, downloaded online, handed out at an event or by corresponding with us by phone, e-mail or otherwise. This includes information you provided when applied for membership. The information we hold may include your name, title, address, e-mail address, phone number, Gift Aid status, bank details and areas of our work where you said you would like to be involved.

On occasion we may collect personal data from non-members (e.g. where non-members book for an event organised by the Trust).

Why we need your personal data

The reason YGT needs personal data is so it can provide membership services, manage the YGT and administer any bookings made in connection with events we organise. The lawful bases for processing personal data are:

- YGT has a contractual obligation to provide the services signed up to when members joined or where bookings are made by members or non-members to attend an event;
- a legal responsibility under the Companies Act to communicate with members regarding Company Meetings; and
- a legitimate interest in connection with our charitable activities which members have expressed interest in.

YGT has a social media presence which members are free to join. Social media platforms have their own privacy policies and YGT does not accept any responsibility for these policies.

Who YGT shares your personal data with

YGT Council Members are Directors and Trustees and may have access to all personal data. When event bookings are made, the YGT shares details of bookings with volunteers involved with event organisation. YGT does not share personal data with other members without consent. If you have signed a Gift Aid Declaration, YGT also include your details in a claim from HMRC.

YGT may share information with e-mail service providers to distribute e-mails and payment service providers to process payments. The Trust does not supply any personal data it holds to any other third party.

How long we hold your personal data

Personal data connected with financial transactions and event bookings is held for up to 7 years. Personal data connected with Gift Aid is held for 7 years. Other personal data connected with membership is kept until 2 years after membership ceases.

Your rights regarding your personal data

As a data subject you have the right at any time to:

- request access to, rectification or erasure of your personal data;
- restrict or object to certain kinds of processing of your personal data, including direct marketing;
- to complain to the Information Commissioner's Office about the processing of your personal data.

You are not obliged to share your personal data with YGT. If you choose not to share your personal data with you may not be able to continue as a member.