



Waingroves Community Woodland Trust

Registered Charity No. 1141556

PRIVACY POLICY

At WCWT we respect all persons privacy and are committed to maintaining it in line with GDPR May 2018.

Information we may collect from you:

- Names, Addresses, E-mail Addresses and Telephone Numbers in relation to the Trusts monthly lottery draws.
- Names and contact numbers in relation to raffles or prize draws.
- Names, Addresses and cash amounts in relation to donations.

We use this information you provide us:

- To administer the Trusts lottery in relation to notifying winners and annual renewals. (destroyed after 3 months in not renewed annually)
- To contact winners of raffles and prize draws. (destroyed after draw)
- To keep an audit trail of donations and send out relevant letters of thanks. (destroyed after 7 years)

Disclosure of information we collect to third parties:

- We have a strict none disclosure policy of any personal information to third parties.

Access to the information we hold:

- Any person can request details of the information we hold on them by applying in writing to the Trust. We will require at least 2 weeks' notice in writing and an item of photographic identification will need to be seen prior to a visual inspection of the information being disclosed.

Copies of this policy and our privacy statement will be posted on the Trusts website, Facebook Page and Sent to relevant persons via e-mail.

WCWT Committee May 2018.