



# Privacy Policy

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Tavistock Heritage Trust is committed to maintaining your privacy and to ensuring that your personal information remains secure. This Privacy Policy sets out the circumstances when we collect personal information from you and explains how and why we then use that information.

## If you visit our website...

Like almost everyone, we use software to collect browsing data which helps us analyse how visitors use our website – this gives us an idea of what is working and where we need to change. The analytics software does not, however, collect any information which might be used to identify you.

## If you subscribe to our mailing list...

We use our mailing list to send out news about the Trust's progress, activities and events – we don't use your email address for any other purpose and we won't share it with any third parties other than the operators of the mailing list. We won't subscribe you to the mailing list unless you specifically request it, such as by filling in the subscription form on our website. If you do choose to subscribe, we will then hold and process your personal information (your email address) under the 'Legitimate Interest' basis recognised in the General Data Protection Regulations. Every email we send you will contain a link to unsubscribe from the mailing list and you can contact us at any time ([contact@heritageintavistock.org](mailto:contact@heritageintavistock.org)) if you would like to be removed from the list.

## If you volunteer with us...

We need to hold more personal information about our volunteers than about subscribers to our mailing list. As well as your email address, we'll need to store your name, phone number and address, so that we can contact you about your volunteering activities. For many roles, we may also need to hold things like your volunteering application, references and CV, as well as emergency contact information and details of any criminal convictions or medical conditions. We need this additional information so that we can protect both you and ourselves in the event of e.g. an insurance or legal claim against us, or if you fall ill while volunteering. Given the sensitivity of some of the information we will hold on you, we will seek your explicit consent to retain and process it under the 'Consent' basis in the GDPR.

We won't use your details for any purpose other than those connected with volunteering, and we won't share your information with any third party (other than your email address, which will be shared with our volunteer mailing list provider). Within the Trust, only those people who need access to your data will be able to access it – this will include your volunteer supervisor, the development officer, and the secretary and chairman of the Trust. In the event of a relevant insurance or legal claim, your information may also be disclosed to our professional advisors. If you cease volunteering with us, we will destroy your information promptly. Similarly, if you do not officially cease being a volunteer but nonetheless do not participate in volunteering activities for a period of six months, we will destroy the information we hold on you.