



PRIVACY STATEMENT

as required by the General Data Protection Regulations 2018

The statement below sets out Wherry Maud Trust's policy for protecting the information that is held about you.

About Wherry Maud Trust

WMT is a registered charity, no. 1161285, formed in 2015 with the aim of maintaining and sailing the Norfolk Trading Wherry "Maud" and informing the public about the role of wherries in the history of the Norfolk Broads.

Why WMT needs information about individuals

WMT uses the information to communicate with members and volunteers. Communication includes emails, telephone calls, texts and postal communication.

Content of the communications may include any of the following:

- invitations to sail or to help with maintenance
- invitations to attend meetings and special events
- newsletters to give members news about the trust and associated matters
- reminders that subscriptions are due or that subscription rates have changed
- requests for members' views on projects or events

What information does WMT store?

- names, addresses, email addresses and telephone numbers of members and donors
- membership numbers
- dates of birth for members under 16 only
- names of those attending WMT events
- photographs of members on board Maud and at other WMT events
- additional information about trustees as required by bank, HMRC and Charity Commission
- additional information about volunteer crew as required for health and safety reasons

The above information is not shared with other organisations.

What information does WMT **not** use or store?

- WMT does **not** ask for or store bank details for any individuals
- WMT does not currently collect or process payment card information

Where is the information held by WMT stored?

- Information is stored on Outlook and access is password controlled.
- Hard copy membership forms/gift aid declarations are filed at the acting secretary's premises. In the future they may be held by any person appointed to be membership secretary.

Who has access to personal information stored by WMT?

- The acting secretary of WMT is also a trustee of WMT and is currently the only person with access to personal information.

- Access will be extended to include any person appointed to be membership secretary in future.
- The Independent Examiner of Wherry Maud Trust accounts is appointed by the Trustees and may request sight of any member's records in order to perform his/her task.

What happens if there is a data breach?

- In that unlikely event the acting secretary or membership secretary would immediately contact those members affected by the breach, inform them about the problem and how it would be resolved. Appropriate steps would be taken to ensure it could not happen again.

How long will your personal information be kept?

- For the duration of your membership
- After you cease to be a member WMT will keep only that information that it is obliged to keep for accounting and other statutory purposes.

What will happen to information no longer to be kept?

- Digital information will be deleted and paper information will be shredded or burnt.

How can you access or amend your information?

- By email or postal communication to the acting secretary of WMT (admin@wherrymaudtrust.org) and/or any person appointed to be membership secretary in future.

Website etc

- The full names of trustees will appear on the website wherrymaudtrust.org. This information is also freely available on the Charity Commission website.
- Photographs of members on trips and at other events will appear with their consent and their names will be used in reports of activities.
- There is no membership list on our website.

Your choices now

- Email or write to the acting secretary of WMT with subject line "GDPR" or "Data Protection" and say "Please keep my personal information on file."
- Email or write to the acting secretary of WMT with subject line "Data Protection" and say "Please do NOT keep my personal information on file." In that case WMT will no longer be able to communicate with you and you must rely on accessing information on the website wherrymaudtrust.org
- Do nothing. In that case after 25 May 2018 WMT will no longer be able to communicate with you and you must rely on accessing information on the website wherrymaudtrust.org.

Acting Secretary/Administrator - Linda Pargeter

Email: admin@wherrymaudtrust.org. Address: La Rose, Pristow Green Lane, Tibenham, NR16 1PU.