

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 or events
- 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

As a member you are agreeing to us holding your information for these purposes. You may withdraw your membership at any time should you wish to cease receiving the benefits of WMT membership.

What information does WMT store?

- names, addresses, email addresses and telephone numbers of members
- dates of birth for members under 16 only
- names of those booking/attending WMT events
- photographs of members on board Maud and at other WMT events
- additional information about trustees and donors 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

Who has access to personal information stored by WMT?

- Paper forms and gift aid declarations (including forms sent electronically and printed) are stored securely by the person(s) designated by the Trustees to maintain the membership records.
- Electronic data is held on the cloud in a filestore with password access restricted to those charged with maintaining the records and associated financial records. Access is also granted to external auditors/examiners, HMRC, Charities Commission etc. as necessary.

- Data will be passed to crew and/or event organisers where deemed necessary for the safe and effective running of a trip/event.
- Photographs and reports of events may be used in newsletters and/or on the website/social media.

What happens if there is a data breach?

- In the (unlikely) event of a data breach occurring, the Trustees would ensure that those potentially affected were notified as soon as possible and that appropriate action would be taken to secure the data and prevent a recurrence.

How long will your personal information be kept?

- For the duration of your membership, including a 3 month grace period (except where a standing order is known to be in place) during which we will remind you that your subscription is overdue.
- After you terminate your membership, either by notifying WMT or by failing to pay your subscription, 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?

- **You can request a copy of the information held about you and/or provide amendments to it, by emailing admin@wherrymaudtrust.org.**

Email: admin@wherrymaudtrust.org.

Address: Wherry Maud Trust, c/o Linda Pargeter, La Rose, Pristow Green Lane, Tibenham, NR16 1PU.