

This notice explains the personal data the Camphill Village Trust’s fundraising team (Camphill Family) may process about you and how and why we are doing so.

Our identity and contact details

Camphill Village Trust Limited (CVT) is a national charity and social care provider. We can be contacted by writing to The Kingfisher Offices, 9 Saville Street, Malton, North Yorkshire, YO17 7LL, email trustoffice@cvt.org.uk, or telephoning during office hours 01653 228322. We do not have a Data Protection Officer but our data & privacy officer can be contacted at dpo@cvt.org.uk.

The direct contact details for our fundraising team are: Fundraising, Botton Village, Danby, Whitby, YO21 2NY, email family@cvt.org.uk; telephone: 01287 661294

Camphill Village Trust’s Fundraising Team Data Processing Activities

We take the care of your data seriously and are careful in securing access and use of your data. The fundraising team process your data for a number of different reasons. These are set out below.

| Description of the data involved | Why we process it (the purpose) | The legal basis for processing | Where we obtain your personal data | Who we might share your personal data with | How long do we keep your details for (data retention) |
|----------------------------------|--|--------------------------------|---|---|---|
| Your name and address | To administer and process gifts that you have made to the charity. | Legitimate interest | From the initial details you supply us with, updated with any future correspondence | We may need to share your data with people such as your bank in order to enable us to process your gifts. | We keep this information on an on-going basis in order to enable us to keep a record of all gifts to the charity. |
| Your name and address | To send you our newsletters and appeals or other direct marketing from our fundraising team. | Legitimate interest | From the details you supply us with, updated with any future correspondence. | We only share your data with people we have a contract with, whom we refer to as data processors. Our data processors must destroy the data they have accessed once they have completed the contract. | We keep this information on an on-going basis to enable us to send you mail. If you tell us you do not want us to mail you we will mark this information on your record, which we will need to keep to ensure that we are not included in any future mailings |

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| Your name and address | To enable our data to be cleansed on a periodic basis by using an external agency. It is important that our data is relevant, accurate and kept up to date, and states that 'every reasonable step must be taken' to meet these requirements. Cleaning our data enables us to be certain that our data is as accurate as possible. | Legitimate interest | Recognised sources such as morma screening, are used to check the validity of our data. | The company contracted to undertake the data cleanse for us. | Data cleanses enable us to update our data to ensure it is accurate. Following a data cleanse we keep the previous information about you – for example a change of address – to help us ensure records are accurate. |
| Your name and address | If you have consented to allow us to take and use your photos we store your consent form, which includes your name and address | Consent | From you | Internally amongst the fundraising and marketing team or with other members of CVT staff. | For up to three years, whilst we are using or storing the photo. |
| Your name and address | If you have consented to allow us to keep your photo in our photo archive | Consent | From you | Internally amongst the fundraising and marketing team or with other members of CVT staff. | On an on-going basis, as is the nature of a photo archive. |
| Your name and address | If we are paying an invoice to you, this may include your personal details | Necessary for the performance of a contract | From you | Our finance team | For 6 years after the last financial year to which the details refer |
| Your email address | We retain your email address if you have given it to us. We will use your email address to send you our direct marketing via this channel, if you have requested it. We may email you to get in touch with you with a query about a gift or another matter, if this seems the most sensible communication channel to use or if other communication channels have failed | Consent | From you | We may share this information with our suppliers, for example the company who sends our mass e-mails. | We keep this information on an on-going basis, If your email address becomes invalid we mark it as such on our database. Contractors who we may share your email address with must destroy the data once they have completed the contract. |
| Your sort code | To enable us to be able to link any future donations to your record, if you send them in without any additional correspondence. This enables us to thank you for your gift and | Legitimate interest | From your cheques | This information stays within our fundraising team and is only accessed | On an on-going basis |

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| | also helps us to keep an up to date record of your giving. This is important to us as how frequently you give may affect our decision as to how often we send you direct marketing materials. | | | by those members of the team processing donations. | |
| Your history of giving to Camphill Village Trust | To enable us to know how regularly you give to our charity. This helps us to make decisions about how frequently we will send you direct marketing materials. | Legitimate interest | From your gifts | No external bodies | On an on-going basis |
| Your eligibility for gift aid | To enable us to make gift aid claims | Legitimate interest | From the reply form you returned with your gift, or from a conversation with you. | HMRC | On an on-going basis |
| Our conversations with you | To ensure we have an accurate picture of any preferences you have expressed to us. To ensure we have an auditable record of why we may be taking certain actions relating to your details. To enable colleagues within our fundraising team to be able to reference previous conversations with you if you get in touch with us or we get in touch with you. | Legitimate interest | From our conversation with you. We only record the facts of the conversation, staff do not add their own opinions or views. | Only amongst internal staff and volunteers for whom the information is relevant for their role. For example, our Chairman of Trustees may be told of a conversation we have had with you, if he might meet you at an event. | On an on-going basis |
| An image of you captured on a photo | In order to show our friends and supporters about our work we may take your photograph and then use it in some of our fundraising materials or in marketing materials relating to our communities. | Consent. We always ask your permission to take your photograph and then to use it in our materials | From you | With our printers and graphic designers. With our supporters and other friends. | We will only keep your image for 3 years. If we want to use it for longer than that we will ask your permission again at the end of the first 3 year period. |

If the legal basis for our processing is your consent, you can withdraw that consent at any time by emailing dpo@cvt.org.uk.

If the legal basis for our processing is legitimate interest, you can read the [balancing exercise](#) we have undertaken.

We do not normally use automated decision-making but if we do we would tell you.

At times, we may further process personal data we have already collected. We only do this if the new purpose for the processing is compatible with the original purpose that the data was collected for or we have first told you why we now need to process that personal data.

Safeguarding your personal data

We do not process personal data outside of the EU. This means that wherever your data is processed, it is covered by the General Data Processing Regulations.

How long we keep your personal data

Our retention periods take into account legal requirements and practical considerations. If the retention period information is not provided below, please see our retention policy: www.cvt.org.uk/retention

Your rights as a data subject

You have the following rights: to be informed how your data is processed, to gain access to your personal data, to have errors or inaccuracies corrected, to have your personal data erased in some limited circumstances, to object to the processing for marketing purposes or when the processing is based on the public interest or other legitimate interests, to restrict the processing of your personal data in limited circumstances, to obtain a copy of some of your data in a commonly used electronic form in some limited circumstances, and rights around how you are affected by any profiling or automated decisions. You have the right to complain to the ICO about the way in which we process your personal data. Please see the further information provided: www.cvt.org.uk/privacyrights or visit the Information Commissioner's Office website www.ico.org.uk.

If you wish to exercise any right, or for any queries you may have, or if you wish to make a complaint, please contact us at dpo@cvt.org.uk.