



The Friends of Trowbridge Bandstand

Privacy Notice

This document contains both PROPRIETARY and CONFIDENTIAL information and must not be shared outside the specifically intended and authorised audience.

Whilst every effort has been made to verify the data used in this document The Friends of Trowbridge Bandstand accept no responsibility for the accuracy of any data obtained from third party sources.

Where third party data has been used the data sources are declared.

This document is uncontrolled once printed.



Table of Contents

1 Document Control 2

1.1 Document Status..... 2

1.2 Document Revision History 2

2 Document Purpose 3

3 Definitions..... 3

4 Type(s) of Information we collect..... 4

5 How we collect Personal Information..... 4

6 How we store your Personal Information..... 5

7 Your Data Protection Rights 6

8 How to Complain 6



1 DOCUMENT CONTROL

1.1 Document Status

DRAFT

1.2 Document Revision History

Version	Date	Author:	Revision Detail	Next Review Due:
0.1	13/06/2026	Stephen Cooper	Initial document creation	25/11/2027



2 DOCUMENT PURPOSE

This document details the type(s) of information the Trust will collect and hold.

3 DEFINITIONS

In this Policy Document:

“the Trust” means The Friends of Trowbridge Bandstand;

“the Commission” means the Charity Commission for England and Wales;



4 TYPE(S) OF INFORMATION WE COLLECT

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics, including:
 - name
 - address
 - contact details (email/telephone number)
- Membership of other relevant organisations
- Details of relevant skills and experience
- Details of donations made, including:
 - dates of donation
 - source
 - amount
- Grant/disbursement application details, including (but not necessarily limited to):
 - purpose for which grant/disbursement is being applied for,
 - size of grant/disbursement being applied for,
 - names and addresses of any third party invited to tender or quote.

5 HOW WE COLLECT PERSONAL INFORMATION

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have joined the Trust, either as a Trustee or Associate Member
- You have made a donation to the Trust
- You have applied to the Trust for a grant or disbursement

We use the information that you have given us in order to:

- Send you information and news about the Trusts activities and events, either as a Trustee or Associate Member
- As part of fundraising activities



- To assess an application for a grant or disbursement and to keep you updated about that application's progress

We may share this information with HRMC and the Charity Commission

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us in writing at our Registered Address or by email
- (b) We have a legal obligation.
- (c) We have a legitimate interest.

6 HOW WE STORE YOUR PERSONAL INFORMATION

Your information is securely stored.

We will retain information based on its type.

Financial & Accounting Records: 6 years from the end of the financial year the transaction was made. This aligns with both the Charities Act 2011 and the Limitation Act 1980.

Tax & Gift Aid Records: 7 years to comply with HM Revenue and Customs (HMRC) auditing standards. [1, 2]

Volunteer Records: 6 years after employment/volunteering ends, to cover potential claims brought to employment tribunals under the Limitation Act 1980.

Safeguarding Records: 16 years minimum (or until the child's 25th birthday) if the charity works with children or vulnerable adults, in line with statutory childcare guidance.

Donor & Supporter Information: 6 years after the donor's last interaction or donation for active supporters, unless you have documented ongoing consent or a legacy interest.

We will then dispose your information by deleting any digital or physical record we hold.



7 YOUR DATA POTECTION RIGHTS

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at our Registered Address if you wish to make a request.

8 HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at our Registered Address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

END OF DOCUMENT

Document Version 0.1

DRAFT

Date Approved:

Review by Date: