



## Peterborough Cathedral Development and Preservation Trust CIO

### PRIVACY POLICY

Version	Owned by	Date Reviewed by Cttee	Date Approved on behalf of Board	Date confirmed by Board	Next review date
3.0	Policy & Governance Cttee	29 November 2022			
3.1		06/03/23	06/03/23 TAJ, CP, TS, TJ	09/03/23	March 2024

# Peterborough Cathedral Development and Preservation Trust CIO

## Privacy policy

### **At Peterborough Cathedral Development & Preservation Trust CIO (“PCT”) we are committed to protecting your privacy**

This statement is made in the light of the requirements of the General Data Protection Regulations (GDPR) in order to alert users to PCT data processing practices which will govern the processing of your data.

### **Data collection process**

We work closely under a service agreement with the Chapter of Peterborough Cathedral, who manage our data processing, storage and protection. All such data will be subject to the Chapter’s compliance with the relevant legislation.

Details of the Chapter’s data protection policies can be found [here](#).

### **What information do we collect and why?**

We will obtain personal information from you when you enquire about our activities, register with us, fundraise for us, make a donation to us, or otherwise provide us with personal information.

Examples of the types of information we may collect or acquire include your name, date of birth, e-mail address, postal address, telephone number, mobile phone number, gift aid declaration, and credit/debit card details (if appropriate). Legally we are not allowed to retain credit card details, unless we have an agreement regarding ongoing credit card Direct Debits. We do not retain your details without anonymising them.

If you donate or fundraise for us, we may send you a copy of our latest e-news updates when we thank you. You can opt to join our mailing list if you wish to receive further issues.

### **What do we do with the information?**

We will not use personal information for fundraising activities without your specific consent

If you have consented, we may use the information you provide to:

- fulfil your requests - such as applications to participate in campaigns and provision of information
- process donations, or other payments and verify financial transactions
- record any contact we have with you
- prevent or detect fraud or abuses of our website and enable third parties to carry out technical, logistical, or other functions on our behalf

- to carry out research on the demographics, interests and behaviour of our users and supporters to help us gain a better understanding of them and to enable us to improve our services and support. We never sell or share your information to other organisations to use for their own purposes
- communicate with our supporters
- if you have agreed to it, provide you with information that we think may be of interest to you.

### **Sharing your information**

We will only share your information with anyone other than the Chapter of Peterborough Cathedral if:

- We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power or if compelled by an order of the Court.
- When we work with our selected partners with whom we have the common purpose of fundraising for the benefit of Peterborough Cathedral. These partners include, the Chapter of Peterborough Cathedral, Friends of Peterborough Cathedral and The Hastings Music Endowment Trust. Each of these partners operates within the same framework of an identical privacy policy. Should we wish to include additional partners we will notify you first. We may also wish to share your details in confidence with any carefully-selected sub-contractors engaged in fundraising tasks. The kind of work we may ask them to do includes processing, mailing, and answering questions about fundraising campaigns and events, sending postal mail, emails, and text messages, carrying out research or analysis and processing card payments. We only choose partners or sub-contractors that we can trust.

We will only pass personal data to them if they have signed a contract that requires them to:

- abide by the requirements of the Data Protection Act
- treat your information securely and carefully
- only use the information for the purposes it was supplied (and not for their own purposes or the purposes of any other organisation)
- allow us to carry out checks to ensure they are doing all these things

### **Storing your information**

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. We have security measures in place to attempt to protect against the loss, misuse, and alteration of personal data under our control. For example, only authorised personnel are allowed to access user information. Whilst we cannot ensure or guarantee that loss, misuse, or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

### **Retaining your information – data retention policy**

The Chapter of Peterborough Cathedral, as data manager on our behalf, will keep your personal data for no longer than reasonably necessary for the periods and purposes, as relevant to the activities of Peterborough Cathedral Trust, in accordance with the guidance set out in “Chapter and Verse: The Care of Cathedral Records”, which is available from the Church of England website: <https://www.churchofengland.org/more/libraries-and-archives/records-managementguide>

### **Website cookies policy**

Our web pages are hosted by Peterborough Cathedral, who use cookies to provide accurate monitoring reports to help them understand users’ interests and preferences, therefore ensuring that the website is as user friendly as possible.

The website uses Google Analytics, a service provided by Google Inc that uses cookies to help the website analyse how users use this site. The cookies will generate information about your use of the website, and this along with your IP address will be stored on servers in the United States by Google Inc. This information is retained for the purposes of evaluating and compiling reports on website activity and for other services relating to internet usage. This information may be transferred to third parties by Google Inc where required to do so by law, or where such third parties process the information on their behalf. Your IP address will not be associated with any other data held by Google Inc.

If you do not agree to the processing of data about you by Google Inc in the manner and for the purposes set out above, you can select ‘disable cookies’ on your browser.

### **Your rights**

By providing us with your personal data, you consent to the collection and use of any information that you provide in accordance with the above purposes and this privacy statement. You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected.

We are a registered charity in England and Wales under registration number *1159730* and our registered office is Peterborough Cathedral Trust, Deanery Mews Cottage, Minster Precincts PE1 1XR and our principal place of business is at Peterborough Cathedral Development & Preservation Trust, Deanery Mews Cottage, Minster Precincts PE1 1XR

If you want to exercise these rights or update your personal details, please contact us:

By post, using the postal address given above.

1. Using our website contact form.
2. By telephone, on the contact number published on our website form
3. By email, using the email address published on our website.
4. By email [pctadmin@peterboroughcathedraltrust.org](mailto:pctadmin@peterboroughcathedraltrust.org)
5. By telephone 01733 355 315

We reserve the right to amend this privacy statement. If we do so, we will post notice of the change on the news page of our website and you will be deemed to have accepted such changes.

