

# Broomfield House Trust: Your Privacy

The law about how we manage your personal information is changing. In this section we explain what we do to make sure your information is kept safely and only used for proper purposes.

## What information do we keep and why?

We record the contact details of members of the Trust so that we can administer the Trust properly and communicate with them. We may also record contact details of non-members if they attend events such general meetings, wish to be associated members, or contact us by email.

The law allows us to use your personal information in these ways because:

- it is **required by law**: as a company the Trust is required to keep a register of its members, and for the purposes of claiming Gift Aid it needs to maintain records in accordance with the requirements of HMRC; and/or
- it is required by your **contract of membership** with the Trust; and/or
- it is **necessary** for the proper administration of the Trust – what the law calls our “legitimate interest”.

## Am I obliged to provide this information?

As a matter of law you cannot be a Trustee unless you provide us with your name and address. Also if you wish to be an associate member and/or wish to be kept informed of the Trust’s activities, the Trust needs this information.

## Who has access to the information?

We will not communicate your personal information to anyone outside the Trust unless you agree or we are legally required to do so. You should be aware that

- any member of the public has a right under company law to inspect and copy our register of Trustees, which contains the names and addresses of our Trustees.
- we need to supply personal information to HMRC about anyone who makes a donation which is gift-aided.

## How do we communicate with you?

We send you by email meeting notices and may write with other information about developments affecting the Trust and its activities, and any information we are legally required to give you. If you have agreed that we can contact you by email we may do so. If you would like us to stop sending you this material, you can tell us to do so at any time.

## **How long do we keep the information?**

We are required by law to keep the name and address in our register of Trustees for a period of ten years after you cease to be a member. This information is also retained in the Companies House register. If you make a gift aided donation we also need to keep details relevant to HMRC for so long as HMRC is entitled to raise enquiries about the Society's tax affairs (normally 7 years after the end of the tax year in which you made your donation).

## **What are your rights?**

The law gives you various rights regarding your personal information. These depend on the circumstances, but may include the right to ask us to give you access to the information we have about you, to tell us to correct, delete or transfer this information, or to restrict or object to our use of it. If you would like to discuss or exercise any of these rights, please contact us.

## **How to contact us**

The body responsible for managing your information is

The Broomfield House Trust  
75 The Grove  
London N13 5LD

The Society is registered in England and Wales as a company limited by guarantee (no 03916647), and as a charity (no 1083078). You can contact us at the above address or by emailing us at [broomfield.house.N13@gmail.com](mailto:broomfield.house.N13@gmail.com)

## **What if you have any complaints?**

If you think that we have not dealt properly with any concern you have, you can complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

## **Changes to our practice**

The information given above may change to reflect changes in the law or our own practice. We will not, however, make any use of your personal information which is inconsistent with the purpose for which it was obtained unless you have agreed to our doing so.

Text last updated: 22 May 2018