

Trustees of the Saxon Church Privacy Statement

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who are we?

The Trustees of the Saxon Church are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of the Saxon Church comply with their obligations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To inform you of news, events, and activities taking place in our buildings and their surroundings
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To administer volunteer records;

4. What is the legal basis for processing your personal data?

- a. Explicit consent of the data subject so that we can keep you informed about news, events, and activities.
- b. Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment;
- c. Processing is carried out by a not-for-profit body provided the processing relates only to members or those who have regular contact with it in connection with those purposes; and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared

amongst trustees or our volunteers for purposes connected with the running of the charity. We will only share your data with third parties with your consent.

6. How long do we keep your personal data ?

We do not keep your information for longer than necessary. We keep financial information for up to seven years due to legal and contractual requirements, and we delete all other personal information if we have had no contact with you for three years.

7. Your rights and your personal data

Data protection regulations give you clear rights over how your data is used by us: –

- a. The right to request a copy of your personal data which the Trustees of the Saxon Church holds about you;
- b. The right to request that the Trustees of the Saxon Church correct any personal data if it is found to be inaccurate or out of date;
- c. The right to request your personal data is erased where it is no longer necessary for the Trustees of the Saxon Church to retain such data;
- d. The right to withdraw your consent to the processing at any time
- e. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- f. You also have the right to report concerns or complain about our handling of your data to the Information Commissioner's Office. Details of how to do this can be found on its [website](#).

8. Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 3 July 2026.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Trustees of the Saxon Church, 10 Church Street, Bradford-on-Avon, BA15 1LW

You can find out more detail about your rights by visiting the Information Commissioner's Office website's section [for the public](#).