

Privacy Policy Notice



March 2023

The **openTrust** is committed to protecting personal information and being transparent about the information we hold and why we hold it. Our use of personal information is not excessive and complies with General Data Protection Regulation (GDPR).

Who we are and what we do:

The **openTrust** is a registered charity. Our purpose is the advancement of education, nationally and internationally in a wide range of subjects including environmental, political and biological sciences, the arts and media communication.

We do this in the main by supporting [openDemocracy](#)*, the independent international media platform.

*openDemocracy's Privacy Notice can found on its website: <https://www.opendemocracy.net/en/privacy-notice/>

Name of organisation:	openTrust.
Postal Address:	5 Madingley Road, Cambridge CB3 0EE
Email:	opentrustfinance@gmail.com
Website:	https://theopentrust.org.uk/
Registered Charity No:	1086404
Registered Company No:	04107837



Registered Office:
5 Madingley Road, Cambridge CB3 0EE
opentrustfinance@gmail.com • <https://theopentrust.org.uk/>
Registered Charity No: 1086404 Registered Company No: 04107837

What kind of personal information we collect:

We currently collect and process the following information from donors who make donations directly to our bank. We also hold personal information in relation to our suppliers, Trust Administrator and Trustees. This information includes the following:

- Personal titles
- Names
- Postal addresses
- email addresses
- Donors' Trust information where relevant
- bank details

Please note that: we do not currently collect website user information and do not currently have any trackers or cookies.

Who has access to your information:

Your information is only accessible by the Trust Administrator and the openTrust's Trustees.

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by donors for two main reasons:

1. so we can confirm receipt of donations, administer donations on our accounting and banking systems, and, to thank donors
2. to claim Gift Aid from the His Majesty's Revenue and Customs (HMRC) for eligible donations where the donor has provided us with written permission to do so.

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

- **Consent:** When you have given clear consent for us to process your personal data for a specific purpose (eg collecting Gift Aid on your donation). You can remove your consent at any time by contacting the Trust Administrator on: opentrustfinance@gmail.com
- **Contract:** When we must process your data in order to fulfil a contract we have with you, or because you have asked us to take specific steps before entering into a contract (eg engaging staff on a self-employed basis to undertake work for the **openTrust**).
- **Legal obligation:** When we must process personal data relating to you to comply with the law (eg collecting Gift Aid on donations).
- **Legitimate interests:** When we need to process your personal data in order to manage the **openTrust**'s activities (to confirm the safe receipt of donations).

How we store your personal information:

Personal information is stored securely on **openTrust's** (Microsoft) cloud storage which is GDPR compliant. We will keep your details on record for as long as it is necessary for the relevant activity and then for a period afterwards as determined by applicable legislation, regulations and best practice.

Your data protection 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 opentrustfinance@gmail.com if you wish to make a request.

Concerns and how to complain:

If you have any concerns about our use of your personal information, or, if you wish to make a complaint to us, please contact The Trust Administrator on opentrustfinance@gmail.com or in writing to:

The Trust Administrator
openTrust.
5 Madingley Road
Cambridge CB3 0EE

You can also complain to the Information Commission Officer (ICO) if you are unhappy with how we have used your data. The ICO's address is as below:

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

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>