
General Data Protection Regulation Notice

For Barkway Non-Ecclesiastical Charity

June 2019

In line with the GDPR Regulation introduced in May 2018 Barkway Non-Ecclesiastical Trust (NonECC) has a privacy policy in place.

The NonECC is a registered Charity made up of local individuals acting as trustees. When the NonECC is contacted it should be noted that to proceed with any request it may be necessary to receive personal data to aid this process. Depending on the assistance requested, information required may include the following;

- Your name and address
- Contact details
- Personal Status
- Some form of identification: Passport/Driving License
- Details of income, household bills and credit cards

Any information supplied to the NonECC will only be viewed by its current trustees. If the trustees are of the view that a request should be viewed by a third party in order to further assist the individual, written consent will be required from that person before doing so. In order to make a decision on any request, all emails, written correspondence and personal data supplied by individuals to the NonECC may be circulated amongst the trustees for discussion. Please do not send any original documents. Meetings of the NonECC are held at regular intervals throughout the year.

Once an individual request has been discussed, that correspondence will be filed on a secure, password protected computer in the care of one of the trustees. Any emailed correspondence circulated amongst the other trustees will be deleted after discussion. If the correspondence is in hard copy form this will be scanned and stored in the same way. After electronic copying, any documents supplied in hard copy form will be shredded if the individual doesn't require them returned.

If you require any further information about our privacy policy, please do not hesitate to contact us via our email; nonecc6@gmail.com or by post via the Reading Room letter box:
Barkway Non-Ecclesiastical Trust
c/o The Reading Room
12 High Street
Barkway
SG8 8EE

All information supplied will help the trustees consider each application as quickly as possible and will be handled in the strictest confidence.