



Education in the Countryside

The John Simonds Trust is committed to protecting any personal data we collect or process.

What Data do we collect from you?

We collect information such as your name, school or organisation's name, address, telephone number (landline or mobile) and email address. We collect and use children's personal data to provide appropriate pastoral care and to keep children safe e.g. food allergies, medical conditions. We also collect bank details, if required for financial management.

How do we use the data?

We use the data to plan, organise and run the operations of the Trust. We will use your bank details to manage payments and receipts.

Legal Basis for Processing your Data

- **Contract** We will process personal data where this is necessary for the performance of a contract that we have agreed with you.
- **Legal** Sometimes it may be necessary to process your data for us to comply with our legal obligations, for example, when we make a claim for gift aid we are required to send information to HMRC.
- **Legitimate Interest** We may send a reminder to organisations to book their next visit, or to send those signed up as Friends of the Trust information regarding events. We will send donors a thankyou email or letter.
- **Vital Interest** We may process data about children in order to protect them and keep them healthy

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of the company. Where this is the case, we will explain what this is for at the point of collection.

To opt out of any of the above processing, please contact us.

What rights do you have?

You have the following rights:

- To ask us for a copy of the data we hold about you.
- To ask us to correct any data we hold about you.
- To ask us to delete the data we hold about you.
- To ask us to stop processing your data.
- To restrict the processing of your data to specific purposes, e.g. you can object to receiving direct marketing or fundraising communications.
- To withdraw your consent at any time.
- To make a complaint to the Information Commissioner's Office – <https://ico.org.uk/>

We will not charge you for a copy of the data we hold about you, and will respond to requests within one month of receipt of a query addressed to jst@rushallfarm.org.uk

Sharing your data

- We will never sell or share your personal data with any other organisation.
- If required by law or to enforce our legal right, we may be forced to disclose personal data.

How long we will hold your data

- We will not hold your data longer than is necessary. Our data retention policy is to review all data held at least every 2 years and destroy it when we no longer have a legitimate reason to keep it.
- Schools – separate arrangements will be made for schools. This information will be sent to schools on request.

This policy is available on our website www.rushallfarm.org.uk and will be reviewed annually.

Last reviewed September 2019

Any queries should be sent to:

The John Simonds Trust, Rushall Farm, Scratchface Lane, Bradfield RG7 6DL, 0118 9744547,
jst@rushallfarm.org.uk