

Your personal details and Camphill Village Trust

Thank you

Thank you so much for supporting Camphill Village Trust. We are a national charity which empowers adults with learning and other disabilities to live a life of opportunity. Your generosity enables us to support people in ways which just aren't possible without the additional funds from charitable gifts.

In supporting Camphill Village Trust, you have also entrusted us with something else which is very important - your personal details.

Our promise to our friends and supporters is to value your friendship and in doing so we pledge to respect and look after your personal data.

Camphill Village Trust is a data controller. We want you to know what personal details we keep, how we use your data and when we will contact you. If you do not want to keep in touch, then this leaflet tells you how you can let us know.

This is our guide to help you understand what we do with your personal data.

Legal basis of processing your data

For those supporters who donate direct to us through the post, the legal basis by which Camphill Village Trust processes their data is 'legitimate interest'. We believe that supporters would expect to occasionally hear from the charity and that doing so does not infringe on your right to privacy.

For those supporters who give via the telephone or who donate online, the legal basis by which Camphill Village Trust processes their data is 'consent'. Telephone and online donors have the opportunity to opt in to receive any further post or emails from us at the point of making their donation. An acknowledgement of the initial gift will always be sent unless we receive a request not to do so.

We do not undertake any automated decision making.

Further information on how we use your personal details and our privacy notice is available at www.camphillvillagetrust.org.uk/privacy-policy/

Why we process your data

Most of the details we hold on you were provided by you, either when you have donated, or in subsequent conversations and interactions we have had with you. We may obtain data from other sources, which we use with the data you have supplied, to help us fundraise efficiently and effectively.

We only process your data in ways that are compatible with the original purpose that the data was collected for or if we have told you why we now need to process your data in a new way.

We process your data to enable the administration of your gift; to keep your contact details up to date; to record any additional information we hold; and to send you information about our charity. This might include updates on projects you have supported, our latest news, fundraising appeals or other important information about Camphill Village Trust.

You can opt out of receiving information from Camphill Village Trust at any time by contacting our fundraising team



How frequently we get in touch with you

We have always provided our supporters with choice about the frequency of receiving information from Camphill Family, the fundraising arm of Camphill Village Trust and we will continue to do so.

Many friends receive four newsletters a year, others prefer to hear from us less often. You can amend the frequency of your mailings on the reverse of every appeal reply form or by contacting the fundraising team.

When a supporter asks to have their newsletter sent via email, we use our email company to track if it has been opened. If the email is unopened for several consecutive mailings then we may send the newsletter via post.

Sharing your information

To carry out our activities, sometimes we provide your details to external 'data processors' who complete work for us, for example, the printers of our newsletters. Data processing agreements are in place to protect your data when this occurs. We do not process your data outside of the EU, so whenever your data is processed, it is covered by the General Data Protection Regulations.

We do not sell or share data with other charities, or third-party organisations.

What details do we keep and for how long?

We keep your name and contact details; your communication preferences and consent information; a record of any gifts that you have made to Camphill Village Trust and payment details. We may also keep details of your interactions with us; any information which has been identified through research; and any other relevant details, such as your interests or preference for supporting a particular Camphill Village Trust community so that we can send you the communications which are relevant and of interest to you. We delete or archive these details once they are no longer required.

If you ask us to stop mailing you, we retain your contact details but with a no-mailing marker on them. This means that we can be certain to exclude you from any future mailings. We archive all of the other information which we hold on you.

Research and due diligence

Camphill Village Trust is committed to providing relevant, high quality fundraising opportunities to our supporters. To make the right ask, to the right people at the right time, occasionally we undertake in-house research about our donors, using publicly accessible information. This may include geographic and demographic information based on postcodes. This helps us to effectively target and tailor our appeals, so that we send appropriate communications, raise more money and do not waste resources.

From time to time, we may engage a specialist agency to undertake prospect research to identify supporters who may be interested in having a philanthropic relationship with Camphill Village Trust. This is usually people who are interested in using their wealth to make a significant difference to their chosen cause by making transformative gifts. The agency signs a binding data protection agreement with Camphill Village Trust before beginning any work and only use publicly available information, for example, Companies House, Who's Who, published 'rich lists', property register, house price websites and news archives. Only those people who meet certain criteria are identified to the charity.

We may also carry out research using publicly available information to identify individuals who may have an affinity to our cause but with whom we are not already in touch.

We use publicly available sources to carry out due diligence on donors to meet money laundering regulations.



You always have the right to opt out of this processing

If you would prefer us not to use your data in this way, please email us at family@cvt.org.uk or call us on **01287 661238**

Concerns or complaints

If you have any concerns or queries about how we hold and process your personal details, please get in touch with us. If you are unhappy at how we have used or processed your data, please tell us so that we can put it right and learn any lessons. A copy of our Fundraising Complaints Policy, which explains our complaints process is available from the fundraising office on **01287 661238**

We do not have a Data Protection Officer, but our Data & Privacy Officer can be contacted via email at dpo@cvt.org.uk

You can also address a complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk or telephone the ICO helpline on **0303 123 1113**



Registered with
**FUNDRAISING
REGULATOR**

Founder Dr Karl König

The Camphill Village Trust Limited is registered in England & Wales as a charity, no. 232402, and as a company limited by guarantee, no. 539694. Registered office: The Kingfisher Offices, 9 Saville Street, Malton, North Yorkshire, YO17 7LL

To see more people with learning and other disabilities lead a life of opportunity.

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Trust Office:
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