

# St Mary's House & Gardens, Bramber

## Our Privacy Policy

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We'll keep this page updated to show you all the things we do with your personal data. This policy applies if you're a supporter of St Mary's House and Gardens (visitor, customer, donor, volunteer, ex-volunteer, helper, Friend, or employee) or use any of our services, or if you visit our website, email, call or write to us.

We'll never sell your personal data and although we may use other organizations such as Paypal to collect payments, or Mailchimp to store your contact details, the privacy and security of your data is assured.

Who is holding your data?

St Mary's House and Gardens is a legal partnership with Peter Thorogood and Roger Linton as partners.

What are our activities?

We open St Mary's House and Gardens throughout the season to raise funds for the upkeep of the premises. We do this through private group tour bookings, public open afternoons, concerts, events, and the sale of shop items and gift vouchers. Please note that St Mary's Events Ltd is a separate company for weddings and other events under the umbrella of St Mary's, and we do share data with them in order to manage events.

Why do you need personal information?

We'll only collect the personal data that we need.

We process bookings and purchases and arrange events, and occasionally we send out fund-raising appeals and general news. We send out marketing communications in line with your expressed interests and mailing preferences. You can always change those preferences or unsubscribe from our mailings.

What's the law?

We collect personal data in connection with the legitimate activities of St Mary's. We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

How do we collect it?

You can give us your personal data by filling in forms on our website, completing feedback forms or by corresponding with us (by phone, email, or by joining a related organization such as the Friends of St Mary's). We don't 'collect' visitor book data as such. If you have a specific role such as a trustee, employee or volunteer we may hold your CV on file as well as contact details. We are required to make it very clear that you are giving us your information, so that you have given us informed consent to use your data. We will do so on our forms and our web site.

What information do you hold?

This personal data you give us may include name, title, address, email address, telephone numbers and photographs.

You'll give us data initially when you make a booking or an online purchase. In future this may include credit or debit card purchases. Your banking data is held securely by third parties to process payments, and they let us see your online purchases so we can complete your order.

How about managing my information on an ongoing basis?

Whenever we send out a group email or postal mailshot, we'll track this against your name so we don't deluge you with unwanted mails. Our third party tools let us see if you opened an email or not. If you 'unsubscribe' we track this so we don't contact you again.

We will ask you for your interests and your mailing preferences, so that we send you relevant information in your preferred manner.

Any special categories?

If you are an employee or volunteer, we may need to collect information that relates to your employment, such as a CV or references or background checks. If you are a Trustee or Friend, or a performer, we'll track that information so we can send you extra news.

Lastly...

You have the right to ask to see your information by submitting a Data Access Request. You can do so by emailing us at [info@stmarysbramber.co.uk](mailto:info@stmarysbramber.co.uk) We may make a charge for this. You can then ask us to correct any out-of-date information. We'll review our privacy policy constantly.

*St Mary's House, Bramber, West Sussex BN44 3WE*

*24 May 2018*