



# Ipswich Maritime Trust Data Privacy Policy

## What personal data do we store

The only personal information we store is that which has been provided by members on the IMT Application Form or given to us by yourself by other means. We also keep a record of subscriptions or any other monies paid to the IMT, the date and method of payment. This information is recorded on password protected computer and a backup store.

## Purpose of Processing the data we store

The personal information we store is used to administer your membership and for communicating to members and supporters information regarding IMT, and very occasionally affiliated organisations, to further the objective of the IMT 'To educate the people of Suffolk in all matters maritime'. The data may also be used for administration of IMT activities, if required. Any bank details we have will have been provided by yourselves for sending your standing order agreement to your bank, if applicable.

There is no automated decision making using the data that we hold.

## Consent

The IMT requests your explicit consent as the legal basis for us to use the data we hold on you to communicate with you. We will regularly review the consent we have been given to check that the relationship, the processing and the purposes have not changed.

## Retention of data

If your IMT membership ceases for any reason (including resignation, death or failure to pay your annual membership fee), your records are deleted from the 'active' record within 3 months and the data archived. Archived data is retained for a period of 7 years for accounting purposes, as required by Company Law, but will not be used to contact you or your representative.

## Sharing of data

We do not sell or pass on your details to third parties. We will only pass on your details to a relevant authority if required by law to do so.

## Details of transfers to third country and safeguards

Member and supporter data is held in encrypted form on computer and backup. No processing or storage of data is performed outside the EU.

## Your rights:

### Right to withdraw Consent

You have a right to withdraw to consent at any time. Consent may be withdrawn in writing or by email to the Data Controller at the address shown at the end of this Notice.

### Right to access data

All members and supporters have the right to request a copy of the data we hold on them and the right to request correction of any inaccuracies. Requests for a copy of the data we hold on you must be made in writing or by email to the Data Controller at the address shown at the end of this Notice.

### **Right to delete data**

All members and supporters have the right to request to have their data deleted and the data will be deleted from the 'active' record within 2 months but will be retained as archived data for a period of 7 years as necessary to meet legal requirements.

### **Right to complain**

All members and supporters have the right to complain to the ICO if they have a concern over the way the IMT uses their data, or if a request to access, amend or delete their data has not been handled correctly. Details of how to make a complaint are on the ICO website at [www.ico.org.uk](http://www.ico.org.uk)

### **Ipswich Maritime Trust contact details**

Correspondence or requests can be made to the Data Controller either

by email to: [controller@ipswichmaritimetrust.org.uk](mailto:controller@ipswichmaritimetrust.org.uk) or

by post to:     Data Controller  
                  501 Wherstead Road  
                  Ipswich  
                  IP2 8LL