



# The Bridge Trust Ltd

## Connecting faith and action

### Privacy policy

This document sets out the privacy policy of The Bridge Trust Ltd ('Bridge') for handling the personal data that we hold about our supporters, donors, beneficiaries, trustees, members, employees and volunteers. It also explains your rights in respect of data we hold about you.

#### About us

The Bridge Trust Ltd is a registered charity in England and Wales (registered number 1142658) and a company limited by guarantee (registered company number 7556101). You can contact us by post at our registered office address [24 Stanbury Road, Bristol, BS3 4QG](#), or by email at [contact@thebridgetrustltd.org](mailto:contact@thebridgetrustltd.org).

#### Data protection regulations

We are subject to and comply with the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation ('GDPR') and the Privacy and Electronic Communications (EC Directive) Regulations 2003 ('PECR').

#### Data we hold

If you donate funds to Bridge, we hold details of your name, and the amounts and dates of your donations. If you sign a gift aid declaration enabling us to reclaim tax on your giving, HM Revenue and Customs ('HMRC') require us to tell them your address and postcode. We may also hold other data including bank account numbers (if you give online) and telephone number and email address (if you have chosen to give them to us).

We also hold data about the amounts and dates of grants we make to beneficiaries and in some cases their bank account details, names and addresses.

Photographs taken at Bridge events and of projects Bridge supports sometimes include identifiable individuals.

We ourselves process the personal data we hold. If you opt in to receiving news emails from us (see below) our service providers use your email address. No other personal data is processed by anyone outside Bridge.

#### Legal basis to process data – supporters, donors and beneficiaries

The GDPR allows us to process your data only if we have a legal basis for doing so.

The main legal bases under which we process data are that

- we have a **legal obligation** to do so (for instance because we are required by law to keep proper accounting records, or to provide information to HMRC when we make a gift aid claim). This covers most of the data processing and retention that we undertake.
- we or you have a **legitimate interest** in our use of the data, and it is what you would reasonably expect us to do. This applies to some uses of data that go beyond our legal obligations. We have set out some more information about this below.

#### *Legitimate interests*

- We keep some financial information beyond the minimum period for which we must legally do so. This enables us to manage funds effectively, and to monitor trends in the donations we receive and how we use our funds.
- We use your contact details to keep in touch with you. We consider that our supporters reasonably expect us to keep them informed about our work and how we use their donations. (You have particular rights in respect of emails and other electronic communications. We have explained more about this later in this document.)

- We may use photographs taken at Bridge events or of projects supported by Bridge in newsletters, on our website and our social media, and in other publicity materials. We have a legitimate interest in promoting our activities, and we think that supporters attending our events have a reasonable expectation that we might use photographs in this way.
- We provide some personal details to donors about beneficiaries we support with their donations. For example, we may give some brief information about orphans or Christian workers supported in this way. Donors have a legitimate interest in knowing how their money is used, and the beneficiaries concerned have a reasonable expectation that we will do this.

### Security of personal data

We will never share your data with anyone else except when we are required to by law (for instance in making gift aid claims to HMRC) unless you tell us that we may do so.

We have processes to ensure the security of the information we hold and to prevent unauthorised access to it.

### Email and other electronic communications

PECR restricts the circumstances in which we may send you emails. We only send you emails asking for support or publicising events if you have specifically consented to receive such emails. We keep a record to ensure that we know who has opted in to this and who has opted out. We use the Mailchimp service, which is fully compliant with GDPR, for this purpose. We will not divulge your email address to anyone else.

There is no restriction on us sending you information by email if you have asked for it.

The principles that apply to email also apply to other forms of electronic communication, such as text messages.

### Your rights under GDPR

GDPR gives you rights in respect of your data. Those that are applicable to data held by Bridge are as follows.

- You have a **right to be informed** about our use of your personal data. This document provides that information.
- You have a **right of access** to personal data we hold about you. We will tell you what information we hold if you ask us, and by law we must do so within one month of your request.
- You have a **right to rectification** – if you tell us that information we hold about you is incorrect, we must put it right within 1 month.
- You have a **right to erasure** – you can ask us to delete information we hold about you. We will do so unless we have a legal obligation to retain it (for example to comply with HMRC's requirements).
- You have a **right to object** to our use of your data. We will then not process it beyond what we are required to do by law.

If you want to contact us in connection with any of these rights, please do so by post to our registered office address **24 Stanbury Road, Bristol, BS3 4QG**, or by email to [contact@thebridgetrustltd.org](mailto:contact@thebridgetrustltd.org).

### Trustees, members, employees and volunteers

Almost all Bridge's trustees, members, employees and volunteers are also supporters and donors, and are covered by the points already described in this document. But we make further uses of data for some of these categories. We have legal obligations to provide names and contact details of trustees to Companies House and to the Charity Commission, to maintain a register of members, and to provide contact details and other personal data to HMRC in respect of our employees, for taxation purposes.

### Contracts

If we have a commercial contract with you, for example to supply goods to us or to provide us with a service, we will process personal data necessary for us to comply with it. (For example, we may use bank details you supply to us in order to pay you online.) We may also hold such data if you are in discussion with us about the possibility of entering into such a contract.