



Henderson Trust Policies

PRIVACY POLICY

Henderson Trust is committed to protecting and preserving the privacy of our tenants, customers, staff and volunteers.

This policy sets out how we process any personal data we collect from you or that you provide to us. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you.

Types of information we may collect from you

We may collect, store and use the following kinds of personal information about individuals: Information you supply to us... You may supply us with information about yourself by filling in forms. This includes information you provide to us electronically when you submit a contact/enquiry form. The information you give us may include your name, date of birth, address, e-mail address and phone number or those of your children or other persons in your care. **Our website does not automatically collect data about you.**

How we may use the information we collect

We use the information you supply to us in the following ways:

- to provide you with information and/or services that you request from Henderson Trust
- for the purposes of your employment or volunteering with Henderson Trust

Disclosure of your information

Any information you provide to us will be kept securely in hard copy and/or stored on a secure server. We do not rent, sell or share personal information about you with other people or organisations.

We will use all reasonable efforts to ensure that your personal data is not disclosed to any third party unless required by law or other regulations.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk.

Third party links

Our website may, from time to time, contain links to and from the third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights – access to your personal data

You have the right to ensure that your personal data is being processed lawfully (“Subject Access Right”). Your subject access right can be exercised in accordance with data protection laws and regulations. Any subject access request must be made in writing to Henderson Trust. We will provide your personal data to you within the statutory time frames. To enable us to trace any of your personal data that we may be holding, we may need to request further information from you. If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner’s Office (ICO). **This policy will be reviewed annually and changed as required.**

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Henderson Trust, Henderson Business Centre, 51 Ivy Road, Norwich, NR5 8BF

For more information

Information Commissioner’s Office website: <https://ico.org.uk/>