



## **Loaf Project PRIVACY POLICY (As At 4-2-19) - Compliant with GDPR Legislation**

**Why would we like to hold Your Personal Data?** If you have shown an interest in receiving more information or have made a commitment to get involved in the work of Loaf Project, we need your permission to capture and keep your personal basic data on file (e.g. name and contact details – address, telephone and email). We would use this information only to contact you to keep you up-to-date or to discuss any specific projects with you.

**How to add Yourself To Our Loaf Project E-news and E-mail Database** If you would like to be kept up-to-date about Loaf Project activities and our fundraising campaigns, please fill in the printed form provided. We will then email you from time-to-time with relevant information.

**Who will have access to your data?** The Trustees of Loaf Project alone will have access to our Data Files containing contact details of supporters.

**What Will We Do With Your Data?** We will store your data on our secure computer database and we will only use it for our own purposes as outlined above. At no time will we pass on your personal data to any third party (except when legally required to, e.g. informing HMRC when claiming tax back on Gift Aided donations).

**How We Handle Your Data** We will email you from time to time with the latest news or information about Loaf Project and our latest fundraising campaigns.

**Timescales For Holding Your Data** We will only hold your data for a reasonable period of time, and will occasionally contact you to check your details are still current.

**What If You Want To Be Removed From Our Database?** You have the right to contact us in writing to request that your details are removed from our database, by emailing: [info@loafproject.co.uk](mailto:info@loafproject.co.uk) You can also email us if you wish to update our records, e.g. if you have moved to a new home or changed your phone number or email address.

**Online Security** We have in place online security for our website and email systems to aim to keep your data secure at all times.

**Visiting Our Website** If you visit our website at [www.loafproject.co.uk](http://www.loafproject.co.uk) each time you visit any of our web pages or use the click down contact button, our website will collect general internet information to help improve how we communicate with you online eg pages you have visited and the location of your computer on the internet. None of this information will be shared with any third party.

**Contact Details** If you would like to contact us regarding the privacy of your data or any other matter, please email: [info@loafproject.co.uk](mailto:info@loafproject.co.uk)