

# Pipal Tree Privacy Policy

## **Our contact details:**

Name: Lt Col (Retd) Philip Holmes OBE

Address: Three Ways, Ledstone, Kingsbridge, Devon TQ7 2HQ

Phone Number: +44 (0)1548 852816

E-mail: [philip@pipaltree.org.uk](mailto:philip@pipaltree.org.uk)

## **The type of personal information we collect:**

We currently collect and process the following information:

- Name and email address only.
- From 2024 we will be introducing a new CRM arrangement that collects full address and donation history.
- We do not collect any of the above information without donor agreement.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We add names and email addresses only to a secure Mailchimp database.

We use the information that you have given us in order to issue regular email mailshots (on average one per month).

We do not share this information with any other organisation or individuals.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting Philip Holmes at [philip@pipaltree.org.uk](mailto:philip@pipaltree.org.uk) or by unsubscribing through the Mailchimp option that appears on each mailing.**

**(b) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored on a password protected Mailchimp database. We will delete your details after five years if we have had no contact from you during that period, including non-opening of messages. We will give one month's notice of the impending deletion.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [philip@pipaltree.org.uk](mailto:philip@pipaltree.org.uk), by telephone or through the charity postal address if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [philip@pipaltree.org.uk](mailto:philip@pipaltree.org.uk), by telephone or through the charity postal address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>