

Privacy Notice

Introduction

This Privacy Policy explains the types of personal data that we, the London Historic Buildings Trust (LHBT) collect, how we'll handle it, how we'll store it and how we'll keep it safe. This policy also tells you about your rights when it comes to your personal data. If you have any concerns have about your personal data and what happens with it please get in touch with us using the contact details below.

Who we are

We are the only London-wide building preservation trust, we deliver successful, high quality heritage-led projects. We are also a registered charity (charity number 1017579).

Our contact details

Name: London Historic Buildings Trust

Address: London Historic Buildings Trust, 3 Scout Lane, London, SW4 0LA

E-mail: info@londonhistoricbuildings.org.uk

What type of information we have

We collect, store and process names and contact information (email addresses) related to:

- our employees and prospective employees;
- our board members;
- tender candidates;
- our clients and their employees;
- employees of our suppliers;
- donors and patrons;
- contractors;
- volunteers;
- event and workshop attendees;
- sponsors;
- partners and potential partners;
- funders;
- people who sign up to receive our e-newsletters.

We also collect website user statistics.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you when you:

- sign up for an event or workshop we are running;
- sign up to our newsletter or to receive updates, either through our website or at an event;
- complete our website contact form and consent to receiving further updates.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@londonhistoricbuildings.org.uk

(b) We have a legitimate interest. We want to keep interested parties aware of our activities, projects and events and workshops we are running.

What we do with the information we have

We use the information that you have given us in order to contact you about:

- news and updates related to the Trust, our activities and our projects;
- events or workshops that we are organising or attending;
- third party events or updates related to our areas of activity.

We will only share your personal data as and when it is necessary to provide you with the services that you receive from us or for services that you provide to us. We are required to provide certain information to specific bodies, for example HMRC in relation to Gift Aid, or to our trusted distributors and couriers when they send you our publications.

How we store your information

Your information is securely stored within our cloud-based storage system. If you sign up to our newsletter, via our website, your information is securely held by Mailchimp. For details of how Mailchimp protects your information, see www.mailchimp.com/about/security. If you are a supplier or contractor your payment information will be kept on our accounting software.

We will keep your personal information for as long as is necessary, for as long as we are required to do so, or until you inform us that you no longer wish us to contact you, after which we will ensure that it is securely destroyed. We will do this by deleting it electronically from all our storage systems.

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 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 information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the 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, using any of the contact methods detailed in the 'Our contact details' section above, if you wish to make a request.

How to complain

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