



## Privacy Policy

**Introduction** Charsfield Recreation Ground ("we," "us," "our") is committed to protecting your personal data. This Privacy Policy outlines how we collect, use, store, and protect your information, particularly when you complete a Gift Aid Declaration form. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Who We Are** Charsfield Recreation Ground is a registered charity (Charity No. 1098441) Charsfield Recreation Ground, Chapel Lane, Charsfield, Suffolk, IP13 7PX.

**What Information We Collect** When you complete a Gift Aid Declaration, we may collect the following personal data:

- Your name
- Your address
- Your contact details (optional)
- Your tax status (to confirm eligibility for Gift Aid)
- Your declaration of consent

**How We Use Your Information** We use your information for the following purposes:

- To claim Gift Aid on your donations from HM Revenue & Customs (HMRC)
- To maintain accurate records of donations and Gift Aid claims
- To comply with legal and regulatory obligations

**Legal Basis for Processing** We process your data under the following lawful bases:

- **Legal obligation:** We are required to collect and retain Gift Aid information to comply with HMRC regulations.
- **Legitimate interest:** We process your details to administer and manage donations efficiently.

**How We Store Your Data** We take appropriate technical and organisational measures to ensure your data is secure. Your information will be stored in a secure system, and access is restricted to authorised personnel only. We retain Gift Aid records for six years as required by HMRC regulations.

**Sharing Your Information** We do not sell or share your data with third parties for marketing purposes. However, we may share your details with HMRC for the purpose of processing Gift Aid claims.

**Your Rights** Under data protection laws, you have the following rights:

- **Access:** Request a copy of the personal data we hold about you.
- **Correction:** Request that inaccurate or incomplete data be corrected.



- **Erasure:** Request deletion of your data where it is no longer necessary for legal purposes.
- **Restriction:** Request limited processing of your data under certain circumstances.
- **Objection:** Object to processing based on legitimate interests.
- **Data Portability:** Request a transfer of your data to another service provider where applicable.

To exercise any of these rights, please contact us at [charsfieldrc@gmail.com](mailto:charsfieldrc@gmail.com).

**How to Make a Complaint** If you have concerns about how we handle your data, you can contact us at [charsfieldrc@gmail.com](mailto:charsfieldrc@gmail.com). You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

**Changes to This Policy** We may update this Privacy Policy from time to time. The latest version will always be available on our website or upon request.

**Contact Us** For any questions or concerns about this Privacy Policy, please contact: Charsfield Recreation Ground at [charsfieldrc@gmail.com](mailto:charsfieldrc@gmail.com).

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