Data Protection and Privacy Policy
St Dennis and Nanpean Community Trust (SD&NCT) respect your privacy and is committed to keeping your personal information safe.

This policy explains what information we collect, why we collect it, how we use it, when we may share it and your rights.

About us
St Dennis and Nanpean Community Trust (SD&NCT) is a community trust that supports individuals and projects, mainly through grants, for the benefit of the St Dennis and Nanpean parishes.

Our address is:
Claytawc
Fore Street
St Dennis
St Austell
PL26 8AF

SD&NCT is normally responsible for deciding how and why your personal information is used.

What information do we collect?
We may collect information such as:

- your name;
- address;
- telephone number;
- email address;
- information about grant applications or funding;
- payment or bank details where necessary;
- information you provide when contacting us; and
- information about events or activities you attend.

In some circumstances, we may need to collect more sensitive information, such as health, ethnicity or religious information. We will only collect and use this information when there is a lawful reason to do so.

How do we collect your information?
We may collect information when you:

- contact us by email, telephone, post or through our website;
- apply for or receive funding;
- attend one of our events or activities;

- communicate with us through social media; or
- are referred to us by another organisation.

We may also receive information from other organisations where this is necessary and lawful.

Why do we use your information?
We use your information to:
- deal with grant applications and funding;
- provide information, advice and support;
- respond to your questions and requests;
- organise events and activities;
- keep appropriate records;
- improve our services;
- meet legal, funding and contractual requirements;
- prevent and detect fraud or crime; and
- keep people safe where necessary.

We will only use your information when we have a lawful reason to do so.

When are we allowed to use your information?
Data protection law allows us to use personal information in certain circumstances. These include:
- when you have given us consent;
- when it is needed to provide a service or fulfil an agreement;
- when we are required to do so by law;
- when it is necessary for our legitimate interests; or
- in certain emergency or safeguarding situations.

The lawful reason will depend on what we are doing with your information.

How do we keep your information safe?
We take reasonable steps to protect your personal information from being lost, misused or accessed by people who do not need it.
For example:
- electronic information is stored securely;
- access is limited to people who need it;
- paper records are kept securely; and
- information is securely destroyed when it is no longer needed.

No internet or email system is completely secure, so we cannot guarantee the security of information sent electronically.

How long do we keep your information?
We only keep your personal information for as long as we need it.

Sometimes we must keep information for a specific period because of legal, financial, funding or other requirements.

Where there is no set period, we will decide how long information should be kept based on the circumstances.

Who might we share your information with?
We do not sell your personal information.

We may share information where necessary and lawful with:

- organisations that fund our work;
- statutory or regulatory bodies;
- organisations helping us provide a service;
- organisations jointly running an event or activity with us;
- another organisation you have asked us to contact; or
- the police or other authorities where we are required or permitted by law.

We will only share information that is necessary for the particular purpose.

Where possible, we will tell you before sharing your information.

There are some situations where we may have to share information without telling you, for example where this is necessary to protect someone from harm, prevent crime or comply with the law.

Safeguarding
If we believe that a child or vulnerable adult may be at risk of harm, we may need to share information with the appropriate safeguarding authorities.

We may also share information where there is a serious risk to you, another person, our staff or volunteers.

Your rights
You have rights under data protection law. Depending on the circumstances, you can:

- ask what information we hold about you;
- ask for incorrect information to be corrected;
- ask us to delete your information;
- ask us to stop or restrict how we use your information;

- object to certain uses of your information;
- ask for your information in a usable electronic format in certain circumstances; and
- withdraw consent where we are relying on your consent.

These rights do not apply in every situation and there are some legal exceptions.

How can you exercise your rights?
If you have a question about your personal information or wish to exercise your rights, please contact us:

Claytawc
Fore Street
St Dennis
St Austell
PL26 8AF
tel. 01726 117241
e: info@stdennisnanpeanct.org.uk

Last Reviewed: September 2026