

The Baring Trust Privacy Policy

What Information do we Collect

If you have emailed us, completed our contact form or subscribed to our mailing list, we keep a record your name and email address.

Why we collect information

We collect information to help brief, update and inform you and other supporters on the work of The Baring Trust. This is not shared with any other organisation.

We use your email address for our e-news and communications mailing list to allow us to contact you with updates about the Baring Trust's work and let you know about events, activities and volunteer days we think you will be interested in.

How we collect information

We collect your information in several ways: (a) when you subscribed via the website; (b) when you have given us your email at events and consultations; (c) When you email us with information or questions about the Trust; (d) We may receive your details from charitable giving platforms such as Just Giving or Eventbrite if you have signed up to one of our events (please do review any such policies before giving your data to these platforms; (e) when you otherwise engage with us via email.

Communications and marketing

We may contact you by email, to let you know about our events and activities (and sometimes those of relevant third parties) related to the direct work of the Trust and other related schemes that might be of particular interest to you. We provide the opportunity for you to opt-out from receiving our marketing communications every time we contact you.

You can opt-out from receiving our marketing communications, or update your contact preferences at any time by clicking on the 'unsubscribe' link at the bottom of our email communications.

How we manage and share your data

We are committed to ensuring that there are appropriate controls in place to protect your personal details including from misuse and unauthorised access.

We do not sell or share your personal details with third parties for them to use for marketing purposes. If a local organisation has information to share relevant to the local area, we do this on their behalf.

We may need to disclose your personal information upon request to regulatory and government bodies, law enforcement agencies and suppliers we engage to process data on our behalf. We may also merge or partner with other organisations and in so doing, acquire or transfer information.

We use MailChimp to manage our mailing list. MailChimp has their own [Privacy Policy](#) which we recommend you read. And we use Gmail as the interface to send and receive emails. As such, the information we collect from you may be transferred to, and/or otherwise processed at a destination outside the European Economic Area (“EEA”). If we do we will take reasonable steps to ensure that the recipient implements appropriate measures to protect your information. Unfortunately, the transmission of information via such online platforms on the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

Corrections to your information

Except in limited circumstances, you have the right to obtain details of the information that we hold about you. If you would like to do so please email us.

We also want to make sure that your personal information is accurate and up to date. Please let us know if your details change. You may also ask us to correct or remove information which is inaccurate.

You can also opt-out of receiving our communications by unsubscribing at any time by clicking on the ‘unsubscribe’ link at the bottom of our emails.

If you are unhappy with the way in which we have handled your personal data please email us.

Your rights

In certain circumstances you have a right to require us to stop processing your personal data in a particular way. The legal basis that we rely on for processing your data is either where:

- You have provided your consent to us using your data in a certain way;
- It is within our legitimate interests, or
- It is necessary in connection with the performance of a contract with you; or
- It is necessary to for compliance with a legal obligation to which we are subject.

You have a right to ask for a copy of the information we hold about you. If you want to access your information, please send a description of the information you want to see and proof of your identity to info@thebaringtrust.com

Please let us know if you have any queries or concerns about the way that your data is being processed by contacting us on the details below. You are also entitled to make a complaint to the Information Commissioner's office, and for further information see the Information Commissioner's guidance here <https://ico.org.uk/for-the-public/personal-information>.

Data retention

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected.

We may keep your personal data after a particular matter or exchange has concluded but purely for record keeping purposes and to be able to respond to queries. In some cases, we are also obliged to retain your personal data to comply with legal or statutory obligations (for example, to keep records of contractual or financial matters).

Whilst the specific time periods vary depending on the circumstances, in general we will not keep records that include personal data for more than 6 years after a particular matter or exchange has concluded.

Changes to this privacy policy

This privacy policy was last updated in March 2019.