

PRIVACY NOTICE

WHAT IS THE PURPOSE OF THIS DOCUMENT?

This Privacy Policy relates to The GASP Motor Project, which is a company limited by Guarantee registered in England with company number 6830792, and registered with the Charity Commission with registration number 1128635. The GASP Motor Project is committed to protecting the privacy and security of your personal information. This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

It is important that you read this privacy notice so that you are aware of how and why we are using personal information. Any reference to personal information is a reference to a living individual.

THE PERSONAL INFORMATION WE WILL HOLD ABOUT YOU

Personal information means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The following table explains the types of data we collect and the legal basis on which this data is processed.

Purpose	Information (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent. You can opt out at any time by contacting info@gaspmotorproject.org
Providing our services under contract	Name, email, contract information	Legitimate interests – we use the data that is necessary to provide our service to you on the terms agreed between us. This includes anything you ask us to do before providing the service.
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Meeting a legal obligation	Contract	To carry out our obligations from contracts entered into between you and us.
Completing surveys/competitions/Promotions	Name, email, address	Legitimate interests - this information is necessary for research purposes and marketing information
Website Functionality	Website activity collected through cookies	Legitimate interests- it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect.

HOW WE WILL USE YOUR PERSONAL INFORMATION.

In accordance with the GDPR we must ensure that we only use your personal information as described in this privacy notice where we meet certain conditions. We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table above.

For example, we may use your personal information to:

- reply to enquiries you send to us
- comply with the terms of any agreement we have entered into with you for the provision of our services
- notify you of any changes to our services
- handle donations or other transactions that you initiate
- for analytical purposes to improve our business
- comply with any legal obligations imposed upon us
- audit and monitor our processes, systems and controls
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

Our site may, from time to time, contain links to and from the websites of our partners or affiliates. If you follow a link to any of these websites, please note that they have their own privacy notices and that we do not accept any liability for these. Please check these policies before you submit any personal data to these websites.

WHERE WE STORE YOUR PERSONAL INFORMATION

We may use third party servers ("the Cloud") to store data; therefore the data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer and storing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via 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 us; any transmission is at your own risk. Once we have received your information, we will use our best endeavours and strict procedures and security features to try to prevent unauthorised access.

WHEN WE SHARE YOUR PERSONAL INFORMATION

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

HOW LONG WE KEEP YOUR DATA

We take the principles of data minimisation and removal seriously and we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

RIGHTS YOU HAVE OVER YOUR DATA

The GDPR gives you a range of rights over your data. In certain circumstances you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you.
- **Object to processing of** your information where we are relying on a legitimate interest (or those of a third party) and there is something particular to your situation that makes you object.
- **Request erasure** of your personal information. You can ask us to delete or remove personal information where there is no good reason for us to hold it. This also applies if you object to processing (see above).
- **Restrict the processing** of your information.
- **Request** the transfer of your personal information to another party.

RIGHT TO WITHDRAW CONSENT

Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this. To withdraw your consent please contact us at: The Sand Pit, Shere Road, Albury, Surrey, GU5 9BW or info@gaspmotorproject.org.

MAKING A COMPLAINT

If you have any concerns about our processing or use of your personal information, please contact us at the above address or email us at info@gaspmotorproject.org in the first instance. In the event that you are not satisfied with our handling of any request or complaint, you also have the right to lodge a complaint with the Information Commissioner.

Their address is: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. A full summary of your legal rights over your data can be found on the Information Commissioner’s website: <https://ico.org.uk/>

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

MODIFICATIONS

We may modify this Privacy Policy from time to time and will publish the most current version on our website.

Last updated August 2018