

Grant Lodge Trust

Data Protection and Privacy Policy

v1.0, 2018

We collect data from members of Grant Lodge Trust and from supporters of the campaign to restore Grant Lodge.

What personal information is held by Grant Lodge Trust:

- Names
- Postal addresses
- E-mail addresses
- Telephone numbers

We have no individual members or supporters under the age of 18. We keep no record of dates of birth or banking details.

Who has access to this information?

The members of Grant Lodge Trust Board and the CAT Project Development Officer are able to access this information.

How is this information stored?

- A spreadsheet containing contact information (names, addresses, email addresses, telephone numbers and record of subscription payments) is maintained and updated by CAT Project Development Officer on their secure computer.
- Any emails are sent Bcc to ensure privacy.
- No information is retained for longer than two years: i.e. the current and previous year.
- Information about members who have retired or resigned or about supporters who have requested removal from the Grant Lodge Trust contact list is immediately removed from the spreadsheet.

What is the information used for?

- This information is used to allow Grant Lodge Trust to keep in contact with its members and supporters.
- Dissemination of news and information about Grant Lodge.
- Notification of AGM and other meetings when necessary.

This information is never shared with any third party, individual, society, or commercial organisation.

Members and supporters may inspect what information the Grant Lodge Trust holds at any time, and if they so wish may remove their details from the records.

Grant Lodge Trust
21st May 2018