

# Privacy Statement



BEDS & HERTS  
Historic Churches Trust

Bedfordshire & Hertfordshire Historic Churches Trust ('we' or 'us' in this document) is a charity registered in England and Wales; registered charity number: 1005697.  
Web site: <http://www.bedshertshct.org.uk>

Preservation of your privacy is important to us and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

## 1. Information about you

- 1.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a member with us or subscribe to one of our services. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information.

## 2. Our use of this information

- 2.1 Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in.
- 2.2 We will not share your information with any other parties except in accordance with HMRC regulations when payments to the Trust have been gift-aided.
- 2.3 If you are a participant in the Bike 'n Hike, we will only contact you if you have specifically **opted in** to receive information from us (i.e. via the Bike 'n Hike sponsorship forms or via JustGiving).

## 3. Security

- 3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.
- 3.2 Communications from us may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

## 4. Other information

- 4.1 If you would like us to correct or update any information or if you would like information deleted from our records, then please email us at [data.enquiry@bedshertshct.org.uk](mailto:data.enquiry@bedshertshct.org.uk) or write to us at 13 Rickyard Meadow, Redbourn, St Albans, AL3 7HT
- 4.2 This privacy policy may be updated from time to time, so please check it periodically.
- 4.3 Links within our sites to other websites are not covered by this privacy policy.