

The Newlyn Fishing, Industry & Seafarers Heritage (FISH) Trust (Registered Charity Number 1188966)

Privacy Policy

The Newlyn Fishing, Industry & Seafarers Heritage (FISH) Trust is committed to protecting your privacy.

This document explains: who we are; what information we collect, and how we collect it; why we use it; the limited circumstances in which we may disclose it; how we keep your information safe; and how long we retain it.

We will never sell your personal data, and you always have the right to request a copy of our records of your personal data, and to request that we amend or delete your personal data.

Who we are

The Newlyn Fishing, Industry & Seafarers Heritage (FISH) Trust is a registered charity.

Our object is: *to advance the education of the public in the history, culture and heritage of Newlyn, Cornwall, in particular but not exclusively through the provision of exhibitions, lectures, workshops, traditional crafts demonstrations and other events.*

We aim to create and operate a Heritage Centre.

For the purposes of the General Data Protection Regulations (“GDPR”), the Secretary is the data controller of personal data held by The Newlyn FISH Trust.

If, after reading this Privacy Policy, you have any further queries, please contact us.

By letter: **35 Fore Street, Newlyn, TR18 5JP**

By email: **derathdurkinfish@yahoo.com**

You can also find information on data protection and privacy at www.ico.org.uk

What information does The Newlyn FISH Trust collect?

For private individuals, the Secretary collects: name and contact details (email address, telephone number(s), postal address).

For organisations, the Secretary additionally collects: the organisation name.

If you give your personal data at an event, the Secretary will also ask you if you consent to the use of your image (photograph, video) or your comments for Newlyn FISH Trust publicity (on paper, online or on social media). You can choose to refuse consent or to give limited consent (eg specify which medium(s) can be used, ask that your name is not mentioned).

In a limited number of circumstances, we request information relating to financial transactions (for example, bank details). See below for information about how long we retain that information.

Our website uses cookies to help it work well for you, and to track statistical information about the use of the website. You can view our Cookies Policy, and the type of cookies used, at the foot of this Privacy Notice.

How does The Newlyn FISH Trust collect personal data?

The personal data we hold comes mainly from sign-up forms (on-line, via the website, or on paper, at events) or correspondence by phone, email or letter. It may also come from legal and publically available sources, such as your organisation’s website. Additionally, cookies give us information about use of the website.

Why does The Newlyn FISH Trust process personal data?

Most of the personal data held by The Newlyn FISH Trust consists of mailing lists of contacts. These are used to send general news and to send out more specific information which might be of interest e.g. workshops and talks, and invitations to attend.

We hold personal data for our own personnel, for the purpose of running our organisation.

We process personal data in these ways on the basis of our legitimate interest in furthering the aim of The Newlyn FISH Trust. As we do so, we attempt to balance our needs with others' need for privacy. For example, when we contact an individual or particular organisation for a specific purpose, we record any response so that our future contact with them is in accordance with the wishes of that individual or organisation.

We will only use your personal information in a way or for a purpose that you would reasonably expect of a charity involved in the realm of advancing our Object. If, in future, we see the need to extend our use of your personal data, we will seek your consent in writing.

Who has access to personal data?

Your personal details are shared internally for the purposes listed above. The people with access to your data are solely those who need it in order to fulfil their responsibilities within The Newlyn FISH Trust.

We will never share data with another organisation for their own purposes, we will never sell personal information for any reason whatsoever. We only share data where legally required to do so.

We also use Google Analytics to analyse data arising from the way in which people use our website.

For more information, go to <https://support.google.com/analytics/answer/6004245?hl=en>

Data-sharing with third parties may also occur in these limited circumstances:

- Processing a financial transaction with, for example, a bank
- Where required by law or regulation

How does The Newlyn FISH Trust protect your data?

The Newlyn FISH Trust takes the security of your data seriously and has internal policies and controls in place to keep data up to date, to store it, and to destroy it securely. It also takes reasonable precautions to prevent loss, misuse or unauthorised access and disclosure.

For how long does The Newlyn FISH Trust keep personal data?

Our relationship with our contacts is generally long-term, so we keep personal data for as long as we need it to maintain that relationship, or to meet any legal or regulatory obligations.

In the case of financial data, we will only store that information for as long as it is necessary to complete a specific transaction such as a payment to a bank. In the case of Gift Aid, we keep records for 6 years after the last transaction, plus the accounting year.

When we no longer need the information, or you require us to delete it, we will dispose of it securely.

What if you do not provide personal data?

If you do not provide your personal data, we will not be able to process any enquiry you make.

Automated decision-making

Apart from cookies on the website, The Newlyn FISH Trust does not use automated decision-making or profiling.

Your rights

Under the GDPR, individuals for whom there are records containing personal data are known as “data subjects”. The Newlyn FISH Trust treats organisations as data subjects because its records include the names and telephone numbers of individuals working for those organisations.

Under these regulations, you have the right to:

- obtain a copy of your own personal data, as held by The Newlyn FISH Trust;
- request that we rectify incorrect or incomplete personal data;
- request that we delete your personal data;
- request that we stop processing your personal data (temporarily or permanently).

If you would like to exercise any of these rights, please contact The Secretary using any of the methods listed on page 1.

If you believe that The Newlyn FISH Trust has not complied with your data protection rights, you can lodge a complaint with the Information Commissioner (www.ico.org.uk)

Cookies Policy

Cookies are small pieces of digital information saved by your computer or mobile device when you visit a website. They enable the website to remember your device’s identity, which both enhances your experience of the website, and enables us to see, for example, how many visitors we have and which pages they view, so we can improve the website’s effectiveness.

We are advised that these are the cookies our website itself uses. This table gives their names and their effect, so that you can choose which ones (if any) you want to disable in your browser.

Cookie Name	Purpose
CONCRETE5	A session tracking cookie, used to know when a user repeatedly visits the site.
PHPSESSID	PHP session tracking cookie, used to know when a user repeatedly visits the account area of our website.
mobileRedirectDisabled	A cookie used to help detect if the website is visited by a mobile device and should redirect to a mobile specific website.
ie6_continue	A cookie used to remember if the visitor is using the IE6 web browser so we provide specific functionality compatible with this browser.
browsernotice	Used to detect if a specific warning message has been shown for some older web browsers.
hiddenbar	Used to determine if a hidden page bar within the CMS should be visible or not.

Third Party Cookies – Google Analytics

Google Analytics also use cookies. These cookies collect information in anonymous form, including the number of visitors to our site, their route to our site and the pages they visit on our site. The Newlyn FISH Trust uses this data to help us improve our site. These cookies do not contain information which is personal to you.

For Google privacy information, follow this link:

<https://support.google.com/analytics/answer/6004245>

If you decide that you do not want your data to be collected for analysis, the Google add-on described here disables Google Analytics from using your data. Click on this link:

<https://support.google.com/analytics/answer/181881?hl=en-GB>

This policy was last updated in **July 2020** and will be reviewed regularly. Please revisit it each time you consider sharing your personal data with us.