GDPR and Data Protection Policy

Chichester Marks Holocaust Memorial Day
Registered Charity Number: **1188265**
Website: **chichesterhmd.com**
Last updated: **October 1st, 2026**

1. Introduction

At **Chichester Marks Holocaust Memorial Day** we are committed to protecting your personal information and respecting your privacy.

This policy explains how we collect, use, store and protect personal data in line with the **UK General Data Protection Regulation UK GDPR** and the **Data Protection Act 2018**.

2. Who we are

Chichester Marks Holocaust Memorial Day is a UK registered charity that is dedicated to advancing the education of the public in the history and experiences of the Holocaust and other genocides

If you have any questions about this policy or how we use your data, you can contact us:

Email: chichestermhmd@gmail.com

3. What personal information we collect

We may collect personal information when you:

- contact us through our website
- sign up to our newsletter
- make a donation
- volunteer with us
- attend an event
- ask for support or services
- work with us as a partner or supporter

The information we collect may include:

- your name
- email address
- phone number

- postal address
- donation details
- Gift Aid information
- volunteering information
- any message or information you send to us

We only collect information that we need.

4. How we use your information

We may use your personal data to:

- respond to your enquiries
- provide our services and support
- process donations
- claim Gift Aid where applicable
- send newsletters or updates, if you have agreed to receive them
- manage volunteers, events and activities
- keep records required by law
- improve our website and services
- keep people safe where safeguarding responsibilities apply

5. Our lawful basis for using your data

Under UK GDPR, we must have a lawful reason to use your personal data. These may include:

- **Consent** – for example, when you sign up to receive newsletters
- **Legal obligation** – for example, keeping Gift Aid or accounting records
- **Legitimate interests** – for example, responding to enquiries or managing our charity activities
- **Contract** – for example, if you agree to volunteer or provide services
- **Vital interests** – in rare cases where someone's life or safety is at risk

6. Sharing your information

We do not sell your personal data. We may share your data only when necessary, for example with:

- payment processors for donations
- email newsletter providers
- website hosting providers
- accountants or auditors
- HMRC for Gift Aid claims
- regulators or authorities where required by law
- safeguarding bodies where necessary

We will only share the information needed and will take steps to keep it secure.

7. How we keep your data safe

We take appropriate steps to protect your personal data, including:

- using secure systems
- limiting access to those who need it
- keeping passwords secure
- storing records safely
- reviewing the data we hold
- deleting information when it is no longer needed

8. How long we keep your information

We only keep personal data for as long as necessary.

For example:

- donation and Gift Aid records may be kept for up to **6 years**
- newsletter details are kept until you unsubscribe
- enquiry information is kept only as long as needed to respond and manage the enquiry
- volunteer records are kept for as long as needed for charity and legal purposes

9. Your rights

You have rights under UK data protection law. These include the right to:

- ask what personal data we hold about you
- ask us to correct inaccurate information

- ask us to delete your information in some circumstances
- ask us to restrict how we use your data
- object to how we use your data
- withdraw consent, where we rely on consent
- request a copy of your data

To use any of these rights, please contact us at: **administration@chichestercity.co.uk**

10. Marketing and newsletters

We will only send you marketing emails or newsletters if you have agreed to receive them. You can unsubscribe at any time by clicking the unsubscribe link in our emails or by contacting us.

11. Cookies

Our website may use cookies to help it work properly and to understand how visitors use it. Where required, we will ask for your consent before using non-essential cookies. For more information, please see our **Cookie Policy** or contact us.

12. Children's data

If we collect information about children or young people, we will take extra care to protect it. Where appropriate, we will seek consent from a parent, guardian or responsible adult.

13. Changes to this policy

We may update this policy from time to time. The latest version will always be available on our website.

14. Complaints

If you are unhappy with how we use your personal data, please contact us first so we can try to resolve the issue. You also have the right to complain to the Information Commissioner's Office ICO:

Website: https://ico.org.uk
Phone: 0303 123 1113