

Stephen Dodgson Charitable Trust

Stephen Dodgson Charitable Trust data privacy policy – June 2018

Purpose and guardianship of data

The Stephen Dodgson Charitable Trust holds a list of email addresses and names for the purpose of sending out a regular newsletter by email containing information about events, news and other items relating to the works of the composer Stephen Dodgson. The list of emails and names is not used for any other purpose.

The Data Protection Officer for the Stephen Dodgson Charitable Trust is Leonora Dawson-Bowling. No other member of the trust has access to the list.

The data is held on:

- Secure email marketing software (see <https://mailchimp.com/about/security/>); and
- A back-up spreadsheet owned and stored locally by Leonora Dawson-Bowling.

The Stephen Dodgson Charitable Trust does not share your data with third parties (unless you request us to) but will keep the names and addresses until the individual user chooses to unsubscribe from the list or until the Stephen Dodgson Charitable Trust discontinues sending the newsletter.

Requesting, updating or deleting the data

If you need at any stage to request what data of yours the trust holds, please contact Leonora Dawson-Bowling at info@stephendodgson.com to request the information.

If you need at any stage to request that your data that the trust holds be delivered to you or a third party, please contact Leonora Dawson-Bowling at info@stephendodgson.com to request the delivery of information.

If you no longer wish to be on the subscription list, please use the unsubscribe button at the bottom of any Stephen Dodgson Charitable Trust newsletter. You can also contact Leonora Dawson-Bowling at info@stephendodgson.com with a request to be removed from the list/have your data deleted.

If you wish to add a new email address to the list, you can do so on the mailing list sign-up page at <http://www.stephendodgson.com/mailing-list/>.

If you wish to amend the details held by the trust, please contact Leonora Dawson-Bowling at info@stephendodgson.com listing the details of the required changes.