**Data Protection Policy Statement**

The Board of Trustees of Livingstone Tanzania Trust, located at 1 Heron Stream Place, Trenders Avenue, Rawreth, Essex SS6 9RG are committed to compliance with all relevant UK and EU laws in respect of personal data, and to protecting the “rights and freedoms” of individuals whose information Livingstone Tanzania Trust collects in accordance with the General Data Protection Regulation (GDPR). To that end, Board of Trustees has developed, implemented, maintains and continuously improves a documented personal information management system (‘PIMS’) for Livingstone Tanzania Trust.

**LTT has never shared personal data with anyone and that won’t change.**

There are minimum levels of information we need to obtain for different purposes - such as donating money or signing up to Gift Aid.

* We always ask for your name and title so we know how to talk to you.
* We need to be able to confirm any transactions you make on the LTT website by sending you an email, which is why this email field is mandatory on all our web forms.
  + This email will also be used for consent purposes, where you can indicate whether you grant permission for LTT to contact you about projects and fundraising activities and if so in what way we can contact you e.g. email, post, messenger etc
* We ask for your house number and postcode so that we hold a valid postal address for you. We need this information for the following reasons:
  + To claim Gift Aid
  + To send you relevant information, if you have agreed to receive post from us

LTT use the services of vetted specialist third party providers (e.g. Virgin Money Giving, Charity Choice) to ensure the security of your data.

LTT’s Data Protection Officer / GDPR Owner as of 1st January 2018: Clive Shiret (Trustee)