

# Privacy Policy

**The New Mechanics' Institution Preservation Trust Ltd**

*Last updated: 11/12/2025*

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## 1. Introduction

This Privacy Policy explains how **The New Mechanics' Institution Preservation Trust Ltd** ("we", "us", "our") collects, uses, stores, and protects your personal data when you use our website <https://mechanics-trust.org.uk>, including our online store <https://mechanics-trust.org.uk/store> (the "Website").

We are committed to protecting your privacy and complying with all applicable laws, including the **UK General Data Protection Regulation (UK-GDPR)** and the **Data Protection Act 2018**.

By using our Website or providing your information, you acknowledge that you have read and understood this Privacy Policy.

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## 2. Who We Are

**The New Mechanics' Institution Preservation Trust Ltd**

Registered Charity Number: **1048961**

Company Number: **3059960**

Registered Address: *Central Community Centre Emlyn Square, Swindon, SN1 5BG*

Email: [info@mechanics-trust.org.uk](mailto:info@mechanics-trust.org.uk)

We are the **Data Controller**, meaning we determine how and why your personal data is processed.

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## 3. What Personal Data We Collect

We collect personal data when you:

- Make a purchase
- Create an account

- Sign up for newsletters
- Contact us
- Make a donation
- Participate in events or surveys
- Use our website (through analytics tools)

### **3.1. Data you provide directly**

- Name
- Billing address
- Delivery address
- Email address
- Telephone number
- Payment information (processed securely by third-party payment providers — we do **not** store card numbers)
- Communication preferences
- Donation details (e.g., Gift Aid status)

### **3.2. Automatically collected data**

Through cookies and analytics tools, we may collect:

- IP address
- Browser type
- Device information
- Pages viewed
- Time spent on the website
- Referring website

### **3.3. Special category data**

We *do not* intentionally collect special category or sensitive personal data (e.g., health, religion, ethnicity).

If you provide such information voluntarily (e.g., accessibility needs for event attendance), we will treat it with additional care and only use it for the intended purpose.

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## **4. How We Use Your Personal Data**

We use your data for the following lawful purposes:

### **4.1. To fulfil orders and donations**

- Processing payments
- Delivering goods
- Providing receipts
- Managing returns or refunds
- Claiming Gift Aid (where permitted)

### **4.2. To manage your account**

- Creating and maintaining user profiles
- Providing access to order history
- Password resets

### **4.3. To communicate with you**

- Order updates
- Responding to enquiries
- Sending newsletters or updates (with your consent)

### **4.4. To manage events or activities**

- Event booking details
- Attendance communications

#### **4.5. For legal obligations**

- Financial reporting
- Charity regulations
- Gift Aid compliance
- Fraud prevention

#### **4.6. For website improvement**

- Analytics
- User experience optimisation
- Bug/issue diagnosis

We will never sell your personal data.

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### **5. Legal Basis for Processing**

Under UK-GDPR, we rely on the following lawful bases:

- **Contract** – to process orders or deliver services
- **Consent** – for newsletters, marketing, or optional cookies
- **Legitimate interests** – improving services, fraud prevention
- **Legal obligation** – financial accounting, Gift Aid
- **Public interest** – where applicable to charity operations

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### **6. How We Share Your Data**

We may share your personal data with trusted third-party service providers, such as:

- Payment processors (e.g., Stripe, PayPal)
- Delivery companies (e.g., Royal Mail, couriers)
- Email newsletter services
- Website hosting and IT providers
- Accounting and auditing services
- Gift Aid processing (where authorised)

These providers may only use your data to perform services on our behalf and must comply with UK-GDPR.

We **do not** share your data for advertising or profiling purposes.

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## 7. International Transfers

If any service provider stores data outside the UK:

- We ensure adequate safeguards are in place (e.g., UK-approved transfer mechanisms).
- Data is always transferred securely and lawfully.

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## 8. Data Retention

We retain personal data only as long as necessary for the purposes outlined in this policy.

Typical retention periods:

- Order information: **6 years** (legal accounting requirement)
- Gift Aid declarations: **6 years** from end of financial year
- Mailing list data: until you unsubscribe
- Website analytics data: up to **26 months**, depending on provider

- Event attendance records: up to **2 years**

After retention periods expire, data is securely deleted or anonymised.

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## 9. Your Rights

Under UK-GDPR, you have the right to:

- **Access** your personal data (Subject Access Request)
- **Correct** inaccurate or outdated data
- **Erase** your data (“right to be forgotten”)
- **Restrict** how your data is used
- **Object** to processing (especially marketing)
- **Withdraw consent** at any time
- **Request data portability**
- **Not be subject to automated decision-making** (we do not use this)

To exercise your rights, contact us using the details in Section 2.

If you are dissatisfied, you may complain to:

**Information Commissioner's Office (ICO)** – <https://ico.org.uk>

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## 10. Cookies

Our Website uses cookies and similar technologies to:

- Enable website functionality
- Track usage patterns
- Improve performance
- Remember preferences

- Facilitate shopping cart and checkout features

You can manage or disable cookies via your browser settings.

Where required by law, we will request your consent for non-essential cookies.

A full **Cookie Policy** can be provided separately if you wish.

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## 11. Data Security

We implement appropriate technical and organisational measures, such as:

- Encrypted connections (HTTPS)
- Secure servers and firewalls
- Access controls
- Password protection
- Staff training
- Regular audits

However, no method of internet transmission is completely secure. You use the Website at your own risk.

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## 12. Links to External Websites

Our Website may contain links to third-party sites.

We are not responsible for their privacy practices, content, or security.

We encourage you to read their privacy policies before providing any data.

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## 13. Children's Privacy

Our Website is not intended for children under 16.

We do not knowingly collect data from individuals under this age.

If you believe we have received such data unintentionally, please contact us so we can delete it.

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## 14. Changes to This Policy

We may update this Privacy Policy from time to time.

The latest version will always be displayed on our Website.

Material changes may be communicated via email or notices on the site.

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## 15. Contact Us

If you have questions about this Privacy Policy or how we use your data, please contact:

**Privacy Officer**

The New Mechanics' Institution Preservation Trust Ltd

Email: *info@mechanics-trust.org.uk*

Address: *Central Community Centre Emlyn Square, Swindon, SN1 5BG*