

## Policy Summary

This policy sets out how Zimbabwe Partnership Trust (ZPT) collects and processes personal data in accordance with the requirements of the General Data Protection Regulations [ref.1].

“Personal data” refer to any information that relates to an identifiable person who can be directly or indirectly identified.

As Data Controller, ZPT can be contacted through the Secretary.

Email: [secretary@zpt.org.uk](mailto:secretary@zpt.org.uk)

ZPT holds personal data (i.e., names, addresses and contact details) for the following purposes:

- To maintain a list of people who have asked to receive information about the work of ZPT or otherwise expressed interest in ZPT
- To maintain a list of people who have provided financial support for the work of ZPT

No data are shared with any third parties.

The data are held on a secure database.

## Policy Details

Our legal basis for processing personal data is that of “consent”. In order to manage consent in a responsible and visible manner:

- All people on whom personal data are held are asked to give a clear and specific indication of consent
- Evidence of consent is kept – setting-out when, how and what we told people
- It is easy for people to withdraw their consent at any time, by contacting the Data Controller. We act on withdrawals of consent in a timely manner and ensure that all personal data held on that person are permanently deleted from all files
- We will remind all people on whom personal data are held how they can withdraw their consent each time we send correspondence to them

All people on whom personal data are held have the following rights:

- The right to access any information held on them. This is implemented by submitting a Subject Access Report (SAR). Any person wishing to submit a SAR should contact the Data Controller. We will respond to your request within 30 days of receipt of the request
- The right to rectify inaccuracies of data
- The right to request erasure of data
- The right to object to processing of data
- To pursue any of the above rights, a person should contact the Data Controller
- The right to complain to the Information Commissioner’s Office (ICO)

The ICO can be contacted at:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303-123-1113

Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)

Website: <https://ico.org.uk>

This policy is accessible on ZPT's website: [www.zpt.org.uk](http://www.zpt.org.uk)

## Document Change History

Issue	Date	Amended By	Amendment Details
1.0	24/03/2018	ZPT	First issue
2.0	18/04/2020	ZPT	Second issue
2.1	19/05/2023	Shaun Hexter	New format and corrections to contact details
2.2	04/03/2024	Stuart Moffatt	Minor updates
3.0	16/03/2024	ZPT	Approved

## References

Ref.	Name	Version	Author	Date
1	The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).	-	<a href="https://www.gov.uk/data-protection">https://www.gov.uk/data-protection</a>	-