



The Cellar Trust Privacy Policy

1. Who We Are

The Cellar Trust is a mental health charity based in Bradford, supporting individuals in their recovery to live fulfilling lives. We value your privacy and are committed to responsibly handling your personal information. We will never share or sell your data without your consent, except where required by law.

1.1. Contact Information:

- Address: The Cellar Trust, Unit 12, Park View Court, Shipley BD18 3DZ
- Phone: 01274 586474
- Email: Informationgovernance@thecellartrust.org
- Data Protection Officer: Helen Horsman (Director of Central Services)

For data protection concerns, you may also contact the Information Commissioner's Office: <https://ico.org.uk/>.

2. How We Collect Information

We collect information when you:

- Engage with us for services, newsletters, donations, purchases, or job/volunteering applications.
- Visit our website (including use of cookies to enhance user experience and track page usage).

2.1. Cookies

We use cookies to improve website functionality and user experience. You can accept or decline cookies through your browser settings.

2.2. Information We Collect

The data we may collect includes:

- Contact details (e.g., name, address, email)
- Demographics (e.g., age, gender, ethnicity)
- Health information relevant to the services provided
- Employment status, education history, and financial details (e.g., donations or payments)

2.3. Special Category Data

If you access our services, we may collect sensitive health-related information. We handle this data with extra protection as required by law and only with your consent.

3. Why We Collect Your Data

We process your data to:

- Deliver the services you've requested
- Fulfil contractual and legal obligations
- Send you updates about our services and events (with your consent)
- Monitor and evaluate our services for effectiveness

3.1. Legal Basis for Processing

We process your data based on:

- **Consent:** We will ask for your consent before collecting most information.
- **Legitimate Interests:** For supporting our services and defending legal claims.
- **Vital Interests:** In situations involving potential harm to yourself or others.

4. Sharing Your Information

We only share your information:

- With your consent, e.g., with healthcare professionals or other agencies involved in your care.
- If required by law or in emergency situations.

We do not transfer your data outside the European Economic Area (EEA) unless adequate safeguards are in place.

5. Data Security

We take security seriously and use appropriate technical and organisational measures to protect your data. Third parties acting on our behalf are required to comply with these standards.

5.1. How Long We Keep Your Data

We retain your personal information only as long as necessary to meet our legal obligations. Specific retention periods are detailed in our Data Protection Policy.

6. Your Rights

You have the following rights under GDPR:

- Access your data
- Request corrections
- Withdraw consent
- Object to processing
- Request deletion of data
- Restrict or transfer your data



For more information, visit: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights, please complete our **Subject Access Form** available at: <https://www.thecellartrust.org/privacy/> or email subjectaccessrequests@thecellartrust.org