

1. Name of Charity: PACE Manningtree (Practical Actions for Climate and the Environment)

Registered Charity Number:1204980

Contact Email address: manningtreepace@gmail.com

Trustee responsible for data protection: Jonathan Wise

2. Introduction

PACE Manningtree (PACE) is committed to keeping your personal information secure and to being transparent about how we collect and use your data so you can have confidence when learning about our Projects, Initiatives and Campaigns and how you can support us.

The purpose of this policy is to help you understand what personal information PACE collects, how we use it, how long we keep it and what your rights are. We take care to ensure that we use your information in accordance with all applicable laws concerning the protection of personal information.

3. What data does our Charity collect?

We only collect personal information that is necessary to run our charity services which are:

Membership:

Data collected to register of members: full name, home address, the date your membership began and the date it ended.

Lawful basis for processing this data: PACE processes this information because it has a legal obligation to maintain a register of members under the Charitable Incorporated Organisations (General) Regulations 2012.

Data collected for administering your membership: email address, telephone number, membership type, subscription payments and payment dates, your communication preferences, your eligibility for member benefits if appropriate. If questions are included about age bracket and gender, answers to both will be optional.

Lawful basis for processing this data: contract (UK GDPR Article 6(1)(b)), to administer your membership, take and record subscription payments, issue renewal notices and provide member benefits; and legitimate interests (Article 6(1)(f)), to give notice of general meetings and AGMs and to keep proper records of member participation in the governance of the charity; use of telephone number for WhatsApp or other similar secure messaging tool but only where you have given permission.

Inspection of the register of members: The statutory register of members is subject to legal rules about inspection and access. PACE will deal with requests to inspect or obtain information from the register in accordance with those rules and applicable data protection law. If you have a particular reason for not wanting your address shared, please contact us before you join.

Access, dietary and health information: if you tell us about a health condition, access requirement or dietary need so that we can make a meeting or event accessible to you, this is special category data under Article 9. We collect it only with your explicit consent, use it only for the meeting or event concerned, keep it separately from the membership register and delete it once that event has taken place.

Who can see your membership data: Membership information is held securely and is accessible within PACE only to trustees and volunteers who need it to administer membership, organise meetings and events, communicate with members or carry out their PACE responsibilities.

Donations:

Data collected: Name, address, donation amount, payment information (processed via a secure gateway).

Lawful basis for processing this data: legitimate interests to process and record your financial support safely.

Gift Aid:

Data collected: Name, home address, UK tax status indicator, donation dates, amount of donation.

Lawful basis for processing this data: PACE processes this information because it is necessary to administer Gift Aid claims and comply with its legal and tax obligations.

Newsletters:

Data collected: Name, email address, communication preferences.

Lawful basis for processing this data: consent required when recipients voluntarily opt-in to receive Email or other updates.

Campaigns:

Data collected: Name, Email address, postcode, signature, recipient details, click rates.

Lawful basis for processing this data: consent required for legitimate interest to organise campaigns, deliver petitions to decision makers, track interest in campaigns and send updates.

4. Who does the Charity share your data with?

We never sell your personal data. We only share your personal data with trusted third parties to enable us to run our operations:

- **HMRC:** To process your Gift Aid claims legally.
- **Payment Processors:** Platforms like PayPal or Stripe to handle your donations and membership fees securely.
- **Email and Campaign Platform:** Software like Mailchimp to distribute our newsletter and campaign updates
- **Database / IT Provider:** Secure storage systems where we keep our member and donor files.
- **Campaign Targets:** If you sign a petition or use PACE tools to contact an MP or Councillor your name and postcode may be shared with that public official to validate your message.

5. How long does the Charity keep your data?

PACE does not keep personal information indefinitely. We retain information only for as long as we need it for the purpose for which it was collected, unless we have a legal reason to keep it for longer.

- **Donations & Gift Aid:** Held for **6 years** after the most recent donation claimed, as mandated by UK tax law for HMRC audit purposes.
- **Statutory register of members:** the information required in the register is retained while you are a member. An entry relating to a former member may be removed from the register after 10 years from the date on which the person ceased to be a member, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012.
- **Other membership administration records:** normally for the duration of your membership and for a reasonable period afterwards where necessary to deal with outstanding queries, payments or other administrative matters. Information that is no longer needed will be deleted.
- **Newsletter Subscriptions and Campaign Updates:** Retained until you click "**unsubscribe**" or request removal, which immediately deactivates your record.
- **Specific Campaigns and Petitions:** Kept for the duration of the campaign or until the petition is officially delivered and up to 1-year post-campaign or petition, before being securely deleted.

Retention periods are reviewed periodically and may be shortened where information is no longer needed.

6. Your Rights and Control

Under UK data protection law, you have specific rights over your information:

- **Right to Access:** you can ask for a copy of the personal data we hold about you.

- **Right to Rectification:** you can ask us to correct inaccurate or incomplete data.
- **Right to Erasure:** you can ask us to delete your data (unless a legal obligation, like Gift Aid retention, overrides this).
- **Right to Withdraw Consent:** You can stop receiving our newsletter or campaign updates at any time by clicking the "unsubscribe" link at the bottom of any email.

To exercise any of these rights, contact us at manningtreepace@gmail.com

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the [Information Commissioner's Office \(ICO\)](#).

7. Review of this Policy

The Board of Trustees of PACE shall monitor this policy and review it at least every two years.

Approved by the Board of Trustees 23 September 2026

Last Reviewed: 23 September 2026

Next review date: September 2028