



Canterbury Oast Trust (COT)

Privacy Policy

Purpose

The purpose of this Privacy Notice is to explain clearly and transparently how Canterbury Oast Trust collects, uses, stores and protects personal data. It ensures that personal information is handled lawfully, fairly and securely, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance issued by the Information Commissioner's Office (ICO).

This policy provides assurance to people we support, supporters, visitors, staff, volunteers, suppliers and partners that their personal data is respected and used appropriately, while enabling the COT to deliver its charitable objectives effectively and safely.

What this privacy notice covers

This notice explains how we use personal data when you visit our websites, visit the COT's Rare Breeds Centre, use our services or programmes, donate to or fundraise for us, act as a supplier or partner, or communicate with us.

Relation to COT Vision, Mission, and Values

This Privacy Notice reflects Canterbury Oast Trust's Vision, Mission and Values by ensuring that personal data is handled with integrity, respect and accountability across all areas of our work.

Vision

By protecting personal data and respecting individual privacy, this policy supports COT's vision of being a trusted, values-led organisation.

Mission

This policy supports COT's mission by enabling lawful, transparent and responsible use of personal data in the delivery of high-quality support services, learning programmes and visitor experiences.

Be Courageous

We are open and accountable about how personal data is used and take responsibility for meeting our data protection obligations.

Seek Opportunities

We use data responsibly to improve services, strengthen relationships and identify opportunities while maintaining high standards of privacy.

Work Together

We recognise that protecting personal data is a shared responsibility and promote collaboration to ensure information is handled respectfully and consistently.

Policy Statement

Who we are

Canterbury Oast Trust (COT) is a charity supporting adults with learning disabilities and operating the South of England Rare Breeds Centre. We are the data controller for the personal data described in this notice.

We operate through the following legal entities:

- Canterbury Oast Trust (Company No. 01897109)
- COT Trading Limited (Company No. 02888014)

Registered office: South of England Rare Breeds Centre,

Highlands Farm,

Woodchurch,

Kent

TN26 3RJ.

How to contact us

We have appointed a Data Privacy Coordinator to oversee data protection matters.

Email: dpc@canterburyoasttrust.org.uk

Post: Data Privacy Coordinator, Canterbury Oast Trust, South of England Rare Breeds Centre, Highlands Farm, Woodchurch, Kent TN26 3RJ.

What this privacy notice covers

This notice explains how we use personal data when you visit our websites, visit the South of England Rare Breeds Centre, use our services or programmes, donate to or fundraise for us, act as a supplier or partner, or communicate with us.

Children's personal data

Our websites are not intended for children. Where children visit the Rare Breeds Centre as part of organised groups, limited personal data may be processed for health, safety and safeguarding purposes.

Personal data we collect

We may collect identity, contact, financial, transaction, technical, usage and marketing preference data. We do not routinely collect special category data unless legally required.

How we use your data

We use personal data to deliver our charitable services, manage donations and Gift Aid, operate the Rare Breeds Centre, manage suppliers and staff, comply with legal obligations, and improve our services.

Marketing

We only send marketing communications where permitted. You can opt out at any time using unsubscribe links or by contacting us.

Data sharing

We may share personal data with trusted service providers, professional advisers, and regulators where required by law. We do not sell personal data.

Data security

We apply appropriate technical and organisational measures to protect personal data and manage data breaches in line with legal requirements.

Data retention

We keep personal data only as long as necessary. Financial records are generally retained for six years. Further details are available on request.

Your rights and how to contact us

You have the right to access, correct, erase, restrict or object to processing of your personal data, and to withdraw consent where applicable.

Canterbury Oat Trust respects your rights and wants you to feel comfortable with how we use your personal data. If you have a complaint or concern about our use of our personal data, we would welcome the opportunity to address it.

You can raise a concern or ask a question by contacting us at dpc@canterburyoasttrust.org.uk

You also have the right to lodge a complaint with Information Commissioner's Office via their website [Make a complaint | ICO](#)

How to contact us

If you have any questions about our Privacy Policy or wish to exercise any of your rights, please contact us using the details below:

- **Email:** dpc@canterburyoasttrust.org.uk

Changes to this notice

This notice replaces the previous version dated July 2021 and may be updated from time to time.