



## St Nazaire Raid Memorial Trust

### Privacy Notice



### Privacy Notice

[Extracted from the Data Management Manual (DMM). If you would like a copy of the DMM, please contact us.]

### Who we are

St Nazaire Raid Memorial Trust, registered charity number 1208309, is the data controller. You can contact the Data Protection Officer, Mr James Wilson-White at [chalksterww@hotmail.co.uk](mailto:chalksterww@hotmail.co.uk).

### What data we collect

- Audio and/or video recordings of your interview.
- A written transcript of your interview.
- Your contact details (for project administration).
- Your consent preferences.

### Why we collect it

We collect your personal data for the purpose of preserving and sharing oral histories that helps preserve the memory of Operation Chariot for future generations.

### Lawful basis for processing

We rely on your consent to process and share your interview. If you discuss sensitive topics (such as health, ethnicity, religion, or political views), we rely on your explicit consent.

### How we use and share your data

- With your consent, your interview may be shared publicly (online, in print, exhibitions, or events).
- With your consent, your interview may be stored in an archive for future researchers.
- We will not sell your data or use it for fundraising or marketing.

### How we store and keep your data secure

For the avoidance of doubt it is acknowledged that the Trust can and will be holding some email addresses, phone numbers, postal addresses and other information for the purposes of running the Trust. This data will be handled in accordance with this policy. Personal information will not be shared with anyone, apart from the Trust, unless the individual's prior consent has been obtained.

In handling and processing data the Trust will:

- ensure family and friends are not able to view or access the data.

- use passwords on documents and email accounts.
- ensure the device used is password protected.
- be careful not to leave any data in cars, on public transport etc
- ensure that recordings and transcripts are stored securely on password-protected systems.
- ensure that access is limited to authorised staff and volunteers.
- ensure that consent forms are stored securely and kept separately from interview content.

### How long we keep your data

We will keep your interview for as long as it has historical or research value, unless you withdraw consent (within the agreed timeframe).

### Deleting Data Policy

Bulk data is to be deleted by the Trust (except for those charged with storing the Bulk data) within 10 working days of completion of the activity.

### Your rights

Any person has the right to see a copy of their data.

Any person has the right to instruct the Trust to correct errors in any data held about them.

Any person may withdraw consent (within the agreed timeframe).

Any person can instruct the Trust to delete some or all of their data.

Any person has the right to limit the way the Trust uses their data.

Any person has the right to object to their data being used for a specific purpose.

You may complain to the Information Commissioner's Office (ICO) if you are unhappy.

### Contact us

If you have any questions or wish to exercise your rights, please contact:

James Wilson-White

Data Protection Officer

[chalksterww@hotmail.co.uk](mailto:chalksterww@hotmail.co.uk)

07963512886

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For permissions or enquiries, please contact:

**The St Nazaire Raid Memorial Trust**

[info@stnazaireraid.org](mailto:info@stnazaireraid.org)