



The Quiet Garden Trust Data Retention Policy

These are the different types of personal data we hold at the Quiet Garden Trust and Movement (QGT), and the period of time we will hold them for. We will remove your details from our database as soon as possible (see note *):

Individuals who receive e-news and newsletters

We will remove you from our mailing list immediately on request or if you appear to have had no contact with us or read our newsletters for 2 years.

Individual donors

We will remove your record 7 years after your last gift.

Quiet Garden hosts

After your Quiet Garden is closed, select data for your Quiet Garden (such as, affiliation form, references, names and contact details of Hosts, as well as the address and opening and closing data for the Quiet Garden) will be stored in the QGT archive indefinitely. Any remaining data will be deleted.

Unsuccessful job applicants

If you apply for a post with QGT, but are unsuccessful, we will delete your data six months after you apply for the post.

Staff/Volunteers/Trustees

After your service is ended, selected data (name, address, role, dates of service) will be stored in the QGT archive indefinitely. Any remaining data will be deleted.

Legacy

We may keep data you provide to us indefinitely.

*An individual data subject will often fall into one or more of the above categories. In these instances we will retain data for the longest time indicated in the applicable retention period.

Archive Material

The Quiet Garden Trust has been in existence since 1992 and wishes to keep a historical archive. Because of this, personal data (which falls outside the categories above) will become part of this, and may be kept indefinitely.

Changes to QGT Data Retention Policy

This Data Retention Policy may be updated from time to time so you may wish to check it each time you submit personal information to QGT. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please do not continue to use the QGT website to submit personal information to QGT. If material changes are made to the Data Retention Policy we will notify you by placing a prominent notice on the website.