








Toyota Manufacturing UK Charitable Trust (TCT)

Privacy Notice

	<p>What is this?</p>	<p>At Toyota we are committed to respecting and maintaining the right to privacy of individuals. This notice explains the details of what information TCT collects from you, what we do with it and who it might be shared with.</p>
	<p>What information does TCT collect from you?</p>	<p>Personal data broadly means information that identifies an individual, or which could identify a living individual when taken together with other information that we hold, or are likely to hold.</p> <p>Examples of personal and sensitive data that we might hold:</p> <ul style="list-style-type: none"> • Contact name(s) • First name • Last name • Home / organisational address • Email address • Phone number(s) • Photographs • If a TMUK member, then identifying details, e.g. member number, group code & supervisor • Name of the organisation and nature, overview & objectives.
	<p>How long does TCT keep hold of your information?</p>	<p>TCT's Retention & Destruction Policy determines how long we will retain your personal information for.</p>
	<p>Why does TCT collect this information?</p>	<ul style="list-style-type: none"> • We will only ask for your information for: <ul style="list-style-type: none"> - legitimate reasons - to fulfil contracts - to fulfil legal duties
	<p>Who might TCT share your information with?</p>	<ul style="list-style-type: none"> • TCT Trustees. • TCT Working Group.

		<ul style="list-style-type: none"> • TMUK’s External Affairs team for publicity purposes. • With prior agreement, share with Toyota Group companies. • The Charity Commission and / or auditors. • We will not share your information for marketing purposes with other companies.
	<p>What does TCT do with your information?</p>	<ul style="list-style-type: none"> • We will collect and process the information about you and your organisation that you provide by filling in forms and by corresponding with us.
	<p>How can I access the information TCT holds about me?</p>	<ul style="list-style-type: none"> • TCT wants to ensure the information we hold about you is up-to-date. Please inform us if the information we hold about you is inaccurate or out of date. • Please contact Charitabletrust@Toyotauk.com • We will aim to respond to any privacy request received from you within 30 days of your request.

Updated: August 2018