



PDT Website Privacy Policy

Approved by Board of Trustees:

**To be reviewed every 2 years. Next review is due
2028**

Lead Staff Member – Kim Sadler

Who we are

Our website address is: <http://pdt.org.uk>

This privacy policy sets out how Paddington Development Trust uses and protects any information that you give Paddington Development Trust when you use this website. Paddington Development Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Paddington Development Trust may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from the April 2026.

What personal data we collect and why we collect it

We may collect the following information

Generally, we collect data from you when you visit our website, make a donation or join our mailing list, for the main purposes of:

- To provide a service to you
- To report to funders or sponsors
- to market our services and activities to the people who would like to hear about them; letting you know about events and classes that we think you would be interested in

Subscribing to the newsletter

Paddington Development Trust only has the personal information that you voluntarily provide when you sign up to receive the PDT newsletter and we only collect the information we require in order to distribute the electronic newsletter. The lawful bases for processing your data are consent, performance of contract and legitimate interest.

Paddington Development Trust use **Mailchimp** as our marketing automation platform. The personal information you provide will be transferred to Mailchimp for processing in accordance with their Privacy Policy and Terms.

Contact forms

- name and job title
- contact information including email address

- demographic information such as postcode, preferences and interests
- other information relevant to client surveys

Donation Plug-in

Donating to us requires that we collect some personal information about you. Your data will always be collected, used, and stored responsibly.

In order to process your donation, we use a third-party supplier called <https://www.wpcharitable.com/> They collect the necessary information on our behalf and securely store it.

They can't give, sell or rent your personal information to anyone else for any reason.

Comments

When visitors leave comments on the site, we collect the data shown in the comments form, and also the **visitor's IP address** and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Cookies

If you leave a comment on our site, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

Who we share your data with

You may choose to restrict the collection or use of your personal information in the following way:

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at hello@pdt.org.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the **General Data Protection Regulation (GDPR)**. A small fee will be payable. If you would like a copy of the information held on you, please write to Paddington Development Trust, The Stowe Centre, 258 Harrow Road, London W2 5ES.

How long we retain your data

We can retain your data for up to two years.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any

time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for donations, administrative, legal, or security purposes.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

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For any questions about how we use your data, or to exercise your rights over your data, you can contact us on

address: Paddington Development Trust, The Stowe Centre, 258 Harrow Road, London W2 5ES

tel: 020 8092 4466

email: hello@pdt.org.uk