

## **The Gloucester Charities Trust**

### **Privacy Notice in relation to Applications for a Relief in Need or Sickness Grant**

#### **1. Background**

To consider your application for a Relief in Need or Sickness Grant (“Grant”) we need to obtain various pieces of personal information about you. Some of this is particularly sensitive information which is regarded as being within special categories of information set out in the law covering data protection, the General Data Protection Regulation (GDPR). This document sets out how personal information about you is collected, used and looked after and explains your rights in relation to it.

#### **2. Our commitment to you**

Our commitment is to:-

- Keep personal information provided by you safe and private;
- Only use your personal information in connection with your application for a Grant;
- Make it easy for you to approach us if you have any concerns or questions relating to the holding of personal information.

#### **3. Who we are and how we operate**

The Gloucester Charities Trust has a number of charitable purposes. One of these is the provision of one-off grants for those in immediate need of them. Details of criteria for obtaining a grant are set out in separate documents including one headed ‘Information for Applications’, another headed ‘Criteria for Grant’.

There is more information about us on our website:

<http://www.gloucestercharitiestrust.co.uk/>

The individual responsible for Data Protection matters at The Gloucester Charities Trust is the Chief Executive whose email address is [info@gloschar.org.uk](mailto:info@gloschar.org.uk).

#### **4. How information is collected from you**

Information will be provided by way of an application form and can then be provided to us in hard copy form or electronically. The application will be made by health visitors, support workers, social workers or other professionals working in related fields in coordination with you.

Please ensure that all personal information is accurately provided as the information which is held and considered is only as accurate as the information provided in the first place.

#### **5. What personal information will we collect from you?**

The information collected is that set out in the application form. This includes such information as personal details including contact details, address, age, occupation, residency status, accommodation and details about family members, your finances, your health and other sources approached for funding. Occasionally we may have to revert to the professionals supporting your application for personal information about you or clarification of the information provided.

## **6. Who will personal information be provided to?**

Personal information will be circulated on as narrow basis as possible. However, we will provide it to our Trustees so that a decision can be made about the issue of the Grant. On occasion we may need to share some personal information with the Charities Commission or similar charitable organisations who may be able to assist you, but when we do so we will provide as little information as necessary and do so solely for purposes in connection with the consideration of your application for a Grant or otherwise to provide assistance to you.

## **7. What about outsourcing?**

Outsourcing to other organisations will be very limited and is not for them to use for their own benefit but rather to assist us in our role. This might for example include providing information to auditors or accountants, to assist with the administration of the running of The Gloucester Charities Trust and providing IT needs including the recording of information.

## **8. What will the personal information be used for?**

- For us to properly consider your Grant application.
- When it is our legal obligation

We may be required to provide information to Regulators, auditors, accountants and in very rare circumstances to local or public authorities including the police.

- When legitimate interests apply. As stated at 6 above we may provide information to similar charitable organisations in circumstances where they may be able to assist you. If you do not want us to do so please contact the Trust Secretary. You should be aware that doing so is likely to mean that you won't get assistance.
- Other

We may also use personal information for management and statistical purposes to enable the efficient running of The Gloucester Charities Trust.

## **9. What happens if I don't wish to provide personal information to The Gloucester Charities Trust?**

We seek personal information for the purposes set out above and without it we will not be able to consider your application.

## **10. How long will the The Gloucester Charities Trust keep personal information for?**

We will only retain personal information:-

- For as long as necessary to fulfil the purposes it was collected for as set out in this Privacy Notice;
- We provide a hard copy of the information to Trustees for them to consider who grants should be awarded to. After those meetings the hard copy information provided is destroyed. We then retain one record of the application and the result of it. It is destroyed 1 year after the determination of the application;

- In some circumstances you have the right to request erasure of personal information held. This will be addressed below.

## 11. Your rights in relation to the information held in relation to you

- **Access** - the right to make what is known as a Subject Access Request to obtain a copy of the personal information which we hold about you. If you make such a request we are required, in most circumstances, to provide a copy of the personal information without charge and within 30 days.

You may also seek confirmation of the nature of personal information which we hold about you without seeking a copy of the information itself.

- **Correction** – it is important that you keep us up to date with any changes to the personal information provided. Subject to that you have the right to ask us to correct or complete any inaccurate or incomplete data held about you. It is possible that evidence will be required of the new information provided.
- **Erasure** – you are entitled to ask us to delete or remove personal information held where there is no good reason for us to continue to hold it. It may not always be possible to comply with your request due to ongoing obligations in relation to the personal information. Where this is the case you will be informed and be told of the reasons why it is not possible to comply with the request.
- **Object to processing** – you may object to us processing personal information. There are some circumstances in which it will not be possible to comply with your request, for example if it is necessary to process the information in connection with obligations which we have and which have been explained to you in this document.
- **Restriction of processing** – you may ask us to suspend processing of personal information in the following situations:-
  - If you want the data accuracy to be established;
  - Where the use of the personal information is unlawful but you do not want it to be erased;
  - You need the data to be held even though we no longer require it as you need it to establish, exercise, or defend legal claims; or
  - You have objected to the use of the data by us but we need time to determine whether we have overriding legitimate grounds to process it.

## 12. Keeping personal information safe

We have put in place appropriate security measures to prevent the personal information provided from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to personal information is limited to those employees and Trustees who have a need to know the personal information in order to progress the application. Personal information will only be processed upon instructions from ourselves. Procedures have been put in place to deal with any suspected breach of the requirements under the GDPRs. You and/or the Regulator referred to below will be notified of any potentially significant breach.

## 13. What happens if you want to complain?

It is hoped that you will not have cause to complain. If you do complaints should be referred to The Compliance Manager in the first place where possible. In the event

that it is not possible or appropriate to refer a complaint to the Compliance Manager it may be referred to the Regulator, the Information Commissioner's Office (ICO) whose address is:-

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

#### **14. Miscellaneous**

- It is not anticipated that any personal information will be transferred outside of the European Union. We will notify you if this position changes.
- We don't anticipate using automated decision making in relation to the personal information provided.

#### **15. If I have any questions who do I ask?**

The Chief Executive is responsible for data protection issues at The Gloucester Charities Trust. If you have any questions, in the first instance, please contact the Trust Secretary on 01452 500429 or email [info@gloschar.org.uk](mailto:info@gloschar.org.uk).

Dated 24<sup>th</sup> May 2018