

DATA PRIVACY NOTICE April 2019
North Luffenham Village Trust [Charity No. 218214]

PURPOSE OF THIS PRIVACY NOTICE: This privacy notice aims to give you information on how The North Luffenham Village Trust collects and processes your personal data.

1. Your personal data – what is it?

Personal data, or personal information, means any information about a living individual from which that person can be identified, whether stored electronically or on paper. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

The North Luffenham Village Trust is the data controller (contact details below) and the trustees of the Trust are responsible for the collecting and processing of data provided by applicants for grants.

3. How do we collect and process your personal data?

North Luffenham Village Trust collects data from you when you make an application for an Education or Welfare grant using the forms provided. Data collected comprises:

- Identity and contact information, including age at 1st September in the year of application (for education grants only)
- Bank account details
- Whether you are in receipt of pension, benefits or grants from other sources
- Details of the application being made

Where data relates to a child under the age of 13, permission is explicitly sought from the parent or guardian who completes the application on the child's behalf.

The Trust complies with its obligations under the GDPR by keeping personal data confidential; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

North Luffenham Village Trust uses your personal data to: -

- assess and action your grant application, communicating the outcome back to you. Please note that there is no automated decision making involved.

The Treasurer uses your bank account data to:-

- make grant payments to beneficiaries
- maintain the required charity accounts and records for audit purposes

4. What is the legal basis for processing your personal data?

Data is processed for the legitimate purpose of the North Luffenham Village Trust so that it can fulfil its charitable objectives of making grants for education and welfare.

5. Sharing your personal data

North Luffenham Village Trust will not share your data with any third parties.

6. How long do we keep your personal data?

We keep data for no longer than is reasonably necessary to process grant applications and to meet any necessary legal, regulatory, accounting or audit purposes. Data is retained on paper

forms and a summary of application data and financial grants is held within a spreadsheet. Appropriate security measures are used to protect your data.

Application data is retained for 3 years and financial transaction details are retained for 7 years.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data we hold about you;
- The right to request correction of any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Trust to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk to the Trustees on 01780 721033.

If you are not satisfied with our response you may make a complaint to the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Review Date: This data privacy notice will be reviewed in November 2019