

# QUORN TOWN LANDS CHARITY

*Registered Charity Number 216703*

## Privacy and Data Protection Policy

### Introduction

Your personal data is important to us. We are required by law to take care of it and to have a clear policy that we must follow which we must make available to you. This document sets out our policy. It begins by explaining what we do with the information that we collect and goes on to explain what the law says. It concludes by setting out your rights, confirming our responsibilities, and by making provision for review of the policy.

### A What we do with the information that we collect

1. We collect information (known as “data”) about you from the application form that you fill in when you make an application to us, and from the documents that we ask you to provide. That information is referred to in law as “personal data.”
2. Your application form and other documents are stored in paper form. It is managed by our clerk and shared with all of the Trustees to enable us to consider your application. Nothing is shared with anyone else, including with any other organisation, in a form in which you can be identified, without your specific permission. Details of the type of support provided may be used in an anonymous way to illustrate where funding has gone and to encourage others who might benefit from similar awards to make an application.
3. We routinely discuss applications over email, as well as at our meetings, and might make electronic copies of documents to share amongst the clerk and Trustees.
4. The clerk will retain copies of any documents that you have sent to us in paper form until your application is finally decided and a period of six months has elapsed thereafter. The Trustees do not keep paper copies of anything. Original documents will be returned to you as soon as they have been copied. Paper documents that are no longer needed are disposed of confidentially.
5. Emails and electronic copies of documents are retained by the clerk under the same terms and for the same period as paper ones. Trustees delete emails and electronic copies of documents no more than three months after your application is decided. In addition, Trustees and the clerk undertake to check any device that they use for the purposes of the Charity periodically and ensure that nothing has been retained that should not have been.
6. Your personal data will not be recorded in our minutes in any way that enables you to be identified.

7. If we breach security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, we shall promptly assess the risk to your rights and freedoms and if appropriate report the breach to the Office of the Information Commissioner.

## **B The Law**

### **Data protection principles**

Quorn Town Lands Charity is committed to processing data in accordance with our responsibilities under the General Data Protection Regulations (GDPR.)

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

## **C Rights, Responsibilities and Review**

### ***Your rights***

- You have the right to access your personal data and you are entitled to expect us to deal with it in accordance with the law. If you want access to your personal data then please write to or email the clerk.

### *Our responsibilities*

- We undertake to respond to any request for access to your personal data as soon as possible and certainly within 21 days of receiving your written request.
- The Trustees are responsible for our ongoing compliance with the law.

### *Review*

This policy will be reviewed at least annually and in the event of a material change in the law.

Date of next review: May 2024

END OF POLICY

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(To be signed by each Trustee. Not to be sent to applicants)

#### PRIVACY AND DATA PROTECTION AGREEMENT

As a Trustee of the Charity, and after ceasing to be so, I will not discuss information about individuals that I have gained access to within that role or send such information to any third party unless I am explicitly authorised to do so nor shall I share it in general conversation or use it for my own purposes.

Further, I undertake to delete or destroy documents in whatever form I have them in accordance with the Privacy and Data Protection Policy of Quorn Town Lands Charity

Name of Trustee.....

Signature..... Date.....

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