

THE POLEHAMPTON CHARITY

GENERAL DATA PROTECTION REGULATION: PRIVACY POLICY

Introduction

In accordance with the General Data Protection Regulation which comes into force on 25 May 2018, this document sets out the approach of The Polehampton Charity to the collection, use and management of the personal data of its Applicants under the following headings:

- The data we collect and in what way
- How the data are stored and who has access to them
- Sharing the data
- Purpose for which the data are used
- Data removal and archiving

The data we collect and in what way

On making an application to The Polehampton Charity, individuals or organisations are asked to supply their name, address and other personal information relevant to the application to ensure compliance with the charity's criteria for applications.

The data is entered into a paper file by the Assistant Clerk. Personal data may be verbally shared with the Trustees at their meetings by the Assistant Clerk to prove the applicant is eligible to apply for financial assistance from The Polehampton Charity. No personal data is relayed via electronic devices.

How the data are stored and who has access to them

Only the Clerk, Assistant Clerk and Chairman have access to the personal data of applicants.

Paper copies of the applications are stored in a secure locked filing cabinet.

The Chairman and Clerk have access to the data on request to the Assistant Clerk.

Emailed applications are stored electronically and a hard copy printed off and securely stored in a locked filing cabinet.

Sharing the data

Data is shared solely between the Clerk, Assistant Clerk, Chairman and Trustees of The Polehampton Charity. The data will not be shared with any third party unless legally obliged to do so.

Purpose for which the data are used

The personal data is used purely to prove that the applicant meets the criteria laid down by The Polehampton Charity.

Data removal and archiving

All correspondence regarding an application is stored for 18 months. After 18 months all supporting documentation is securely destroyed. A hard copy of basic personal information of all applications is archived and stored securely should future reference by the Assistant Clerk be necessary.

ADOPTED 14 SEPTEMBER 2018