

# THE PRESTBURY UNITED CHARITIES

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## GENERAL PRIVACY NOTICE

Prestbury United Charities (PUC) is a registered charity dedicated to the relief of financial hardship initially in the locality of Prestbury Parish in Gloucestershire but now its Scheme has been extended such that its areas of benefit include the Cheltenham post code areas of GL50, GL51, GL52 and GL53.

Your privacy is important to us and the following describes how we collect, use, protect and disclosure your personal information and how we comply with the relevant legislation including the Data Protection Act 2018 and its subsequent updates.

### Who we are

Prestbury United Charities is classed as a Data Controller which means we are responsible for deciding how your personal data will be processed.

### Information we collect

We will collect personal data from applicants which includes

- Names, addresses, contact details such as telephone numbers and email addresses
- Means of identification verification such as passports, driving licenses, utilities bills
- Where relevant to the service you have requested, information such as gender, age, marital status, nationality, education, work history, qualifications, family compositions and dependents
- Details of your financial position including income, outgoings and evidence of such via bills, bank statements and other similar means

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, injuries and medication

## Use of Information

We use your information for the following lawful reasons:

- To perform a service which you have requested.
  - This information may also include sensitive (special category data) such as details of your medical history or conditions which we may request to assist us in processing your application for financial assistance from the charity.
- To comply with a legal obligation.
  - Examples could be: to comply with the rules of the Charity Commission; to fulfil your data rights under privacy laws; to handle complaints about data privacy and to comply with other legal requirements.
- For your and our legitimate interest.
  - Examples could be: to demonstrate compliance with laws and the prevention of fraud
  - With your consent. Examples could be:
    - to provide your address and contact telephone number to the supplier of an item we have ordered on your behalf (such as a washing machine or cooker). We will not share any other personal or confidential data with such suppliers.
    - To share information with the supporter of your application to the charity. This would only be to the organisation or supporter whom you have explicitly nominated in your application to the charity and given your consent to receive that information through the Consent Declaration on the charity's application form.

## Sensitive personal data

We recognise that in applying to the charity you may be supplying us with sensitive personal and confidential information. We will safeguard that information and only provide access to it to the members of the charity who are involved in assessing and processing your application.

## Compliance with data protection laws

We will comply with the UK's data protection laws which say the personal data we hold about you must be:

- Used lawfully fairly and in a transparent way
- Collected only for valid purposes that we have explained and not used in a way which is incompatible with those purposes
- Relevant to the purposes we have told you about and limited to those purposes
- Accurate and kept up to date
- Kept only for as long as the purposes we have told you about
- Kept and destroyed securely ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse unauthorised access and disclosure

## Who we share your data with

We may share information with suppliers who will or may provide goods to you as a result of your request for assistance from the charity and we may be involved with other charitable organisations and may carry out joint ventures with them. We will not share sensitive personal data with any supplier and will only share such information with an associated charity with your explicit consent.

We are required to report financial data for accounting purposes and to provide summary data to the Charities Commission but we will not share your sensitive personal data.

## Other Third Parties

Other third parties including social workers or housing officers may contact the charity and may share personal information that you have already disclosed to them with us. This would only be for the purposes of informing us of your needs or requesting that the charity contact you so you may apply for assistance.

## Your Rights

You have the following rights in respect of your personal information:

- Your right to access
  - the right to request copies of personal information the charity holds about you together with meaningful information on how it is used and who it is shared with
- Your right to rectification
  - to have your data corrected if it is inaccurate or incomplete
- Your right to erasure (the right to be forgotten)
  - to request your personal data is erased where this is viably possible.
- Your right to restrict processing
  - you can ask the charity to restrict the use of information and if we are unable to do so we will tell you why
- Your right to object to processing
  - you may object to the charity processing your personal data
- Your right to challenge the PUC's legitimate interests
  - you can challenge the use of your personal data where the charity uses legitimate business interests as a lawful purpose
- Your right to data portability
  - you have the right to request that the charity transfers your personal data to another data controller and we will comply with your requests where it is feasible to do so and we will do so within a month of receiving your request
- Your right to lodge a complaint with the Information Commissioner's Office
  - at <https://ico.org.uk/global/contactus/email>
  - or the Information Commissioners office at
    - Whycliffe House, Water Lane, Wilmslow, Cheshire SK95AF

## Further processing

If the charity wishes to use your personal data for a new purpose not covered by this Privacy Notice then we will provide you with a new notice explaining the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to the new processing

## Retention Policy

The charity will only retain data for as long as necessary for the purposes for which it is being processed and in line with our data retention policy.

## Document reference

The Prestbury United Charities: Privacy Policy Issue Date 25/07/2022