

Walthamstow and Chingford Almshouse Charity

Grant application form - privacy statement and use of your personal data

The information you provide on the Charity's GRANT application form will only be used for the purposes of deciding whether you qualify for a grant. The lawful basis for the charity to request and process your personal information is Legitimate Interests, the charity requires the information in order that it can understand your circumstances before making a decision as to whether or not to award a grant. If you are awarded a grant, we will share your contact details (name, address and telephone number) with suppliers for the goods/services you have been awarded. We will not share the details with anyone else without your permission. The Lawful basis for the charity requiring and using your special category (personal) data is under Article 9 (2) h of the GDPR, substantial public interest, the grant application cannot be considered without this information.

How Long will we keep your data?

Should you be awarded a grant, we will keep the information you provide on your application form as if proves you qualify to become a beneficiary of the Walthamstow and Chingford Almshouse Charity. We will keep this information for the financial year the grant was awarded, after this it will be securely disposed of, we will retain some basic information on our computer records, that is your name & address, this is so we know if you apply to the charity again and because we are legally required to keep some information for 6 years, after this it will be erased from our computer data base.

If you are not awarded a grant, your form will be held for 3 months before it is securely disposed of, however we will retain some basic information on our computer records that is your name & address, this is so we know if you apply to the charity again, we will hold this information for 3 years.

WHAT ARE YOUR RIGHTS UNDER DATA PROTECTION LAWS?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are applicable or not.

1. The right **to be informed** about the processing of your personal information;
2. The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**;
3. The right **to object** to processing of your personal information;
4. The right **to restrict processing** of your personal information;
5. The right **to have your personal information erased**; (the right to be forgotten);
6. The right **to request access** to your personal information and to obtain information about how we process it;
7. The right **to move, copy of transfer your personal information** (data portability).
8. **You have the right to complain to the Information Commissioner's Office which enforces data protection laws – <https://ico.org.uk/>.**