

## **Privacy Notice**

### **Who we are**

We are The Percy Bilton Charity registered with the Charity Commission (charity number 1094720 and company number 04529052). We're a grant making trust that provides funding to assist:

- Disadvantaged/underprivileged young people (under 25 years of age)
- People with disabilities (physical or learning disabilities) or mental health problems
- Older people (aged over 60)

### **What personal information we collect and how we obtain it**

We collect personal data relating to local authority or NHS Trust personnel applying for grants and personal data relating to an individual who is the beneficiary of a grant application. The kinds of personal data we collect includes

- name and address
- contact number or email address
- information about a beneficiary's circumstances that includes:
  - brief details of their illness or disability
  - occupation
  - marital status – married/divorced/widowed/single
  - contact telephone number
  - whether a beneficiary is eligible for assistance from statutory sources or a specialist charity (such as a cancer charity)
  - social security benefits the individual receives
  - weekly income and expenditure
  - number of children

### **The purposes and legal basis for processing**

Our purposes for processing personal data are to:

- consider grant applications
- arrange the delivery of any goods that are the subject of a successful grant application (for example, a washing machine or bed) and to process any warranty claims relating to this
- maintain financial accounting records

The legal basis we rely on for processing personal data about beneficiaries is their consent under Article 6(1)(a) and Article 9(2)(a) (for processing special categories of personal data) of the General Data Protection Regulation (GDPR). We also process such personal data under Article 6(1)(c) of the GDPR to help us meet our legal obligation to maintain financial accounting records.

We process personal data about applicants for the purpose of our legitimate interests and those of the applicant in seeking to help individuals in need, as per Article 6(1)(f) of the GDPR.

### **Sharing your personal data**

We share the name, address and contact number of a beneficiary with a third party who supports us in delivering items approved in a grant application (such as a bed or washing machine). The third party is prohibited from using this information for any other purpose.

### **Your rights and choices:**

You have a number of rights that apply depending on our reason for processing your personal data. Please see <https://ico.org.uk/your-data-matters/> for full information about your data protection rights

- **Right of access** - you can ask us for a copy of personal information we may hold about you
- **Right to rectification** - ask us to correct any inaccurate personal information we may hold about you or to complete information that you believe is incomplete
- **Right to erasure** – you can ask us to erase your personal information in some circumstances, such as if you withdraw consent and we don't have another legal basis for processing
- **Right to object** – you can object to the processing of your personal data in certain circumstances, such as when we process your data in our legitimate interests
- **Right to restrict** – you can ask us to limit the processing of your personal data in a number of circumstances, for example, while you contest the accuracy of the data

Please email us at [data@percybiltoncharity.org](mailto:data@percybiltoncharity.org) if you want exercise your rights and will get in touch to help

You also have the right to lodge a complaint with the UK data protection regulator but we hope you will give us the opportunity to address things first. Details of the regulator can be found at [www.ico.org.uk](http://www.ico.org.uk)

### **Keeping your information secure**

We have adopted a range of technical and organisational measures to help safeguard your personal information and keep it secure. We use HTTPS on our website to help protect information submitted via our online contact forms. Paper files are held in locked environments. Those who handle personal information have received awareness training on the importance of good information handling and of the need to protect personal information.

### **Where is your data stored?**

All personal information is held here in the UK.

### **Third parties who support us**

Like many organisations we use third parties to provide our email and website services and to help us deliver items to beneficiaries. Minimum data is held by these organisations on our behalf.

### **How long do we keep your data?**

We regularly delete personal data when it is no longer needed to support the charity and we can't justify keeping it. We keep emails for a period of 3 calendar months. We keep approved applications for two years and unsuccessful applications three months after which we securely destroy the data.

### **Updates to this Privacy Notice**

If we need to change this Notice because of a change in law or the way we handle personal data we will post updates here and do our best to let you know.