

FOXHALL POORS LAND OR FUEL ALLOTMENT CHARITY

Data Privacy Policy

The Foxhall Poores Land or Fuel Allotment Charity is committed to protecting the privacy of any person applying to the charity for support. Both personal and non-personal information collected is safeguarded according to the privacy and data protection of the UK and are adopted worldwide.

We have always kept robust and effective data protection processes in place which comply with existing law and abides by the data protection principles. We recognise our obligations in updating and expanding this programme to meet the demands of the GDPR and the Data Protection Act 2018.

1. Our Commitment

- 1.1 Your information will not be shared, rented or sold to any third party.
- 1.2 We will use existing security measures to protect your information from unauthorised users.
- 1.3 We give you the opportunity to control the information that you share with us (Opt Out).
- 1.4 The **Foxhall Poores Land or Fuel Allotment Charity** is committed to processing data in accordance with its responsibilities under the GDPR Article 5 of the GDPR requires that personal data should be:
 - 1.4.1 Processed lawfully, fairly and in a transparent manner in relation to individuals.
 - 1.4.2 Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purpose in the public interest; scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose.
 - 1.4.3 Adequate, relevant, and limited to what is necessary in relation to the purpose for which they have processed.
 - 1.4.4 Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purpose for which they are processed, are erased, or rectified without delay.
 - 1.4.5 Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is 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;
 - 1.4.6 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.

2. Notice

We will clearly inform you when information that personally identifies you (personal information) is asked for and you will have the choice to provide it or not. Generally, this information is requested when you are introduced to the Charity requesting our support to verify eligibility. Please refer to our **Application and Eligibility Policy**.

3. Usage

In respect of any application for financial support the **Foxhall Pools Land or Fuel Allotment Charity** will collect your name and residential address; with an overview of their personal circumstances to ascertain eligibility, in line with our **Application and Eligibility Policy** we may collect email and telephone information.

This for our records and application processes and to confirm eligibility.

The **Foxhall Pools Land or Fuel Allotment Charity** do not collect or require or collect any data relating to race, gender, sexual orientation or religion?

4. Consent

When you provide your information, you are consenting that it can be used for the above purposes and that the **Foxhall Pools Land or Fuel Allotment Charity** is an authorised holder of such information.

5. Access to your Information

You are entitled to review the personal information you have provided us and ensure that it is accurate and up to date. This can be done through contacting the address at the end of this document.

6. Security of Information

The **Foxhall Pools Land or Fuel Allotment Charity** is strongly committed to protecting your information and ensuring that you choices are honoured. We have taken security measures to protect your data from loss, misuse, unauthorised access, disclosure, alteration, or destruction. All sensitive data is stored in restricted areas and has restricted access to relevant staff, primarily the Clerk.

7. Data Retention

We retain information as long as it is necessary to provide the services requested by you and others, subject to any legal obligations to further retain such information. Information you provide will be kept until it is no longer necessary to provide the service. Any information we retain will be handled in accordance with this policy, your data may be retained for statistical purposes.

Specifically:

7.1 Data Retention – Successful Applications

For any successful application any data collected will be retained for a maximum of 7 years to align with the financial accounting period in which it was awarded.

7.2 Data Retention – Unsuccessful Applications

For any unsuccessful applications the data will only be retained for 1 year from the point of the decision being made on eligibility.

8. How we use your Information

Your information is never shared outside of the **Foxhall Poors Land or Fuel Allotment Charity** without your express permission and is stored in restricted area and has restricted access to approved staff, primarily the Clerk. Unless there is a specific reason the Clerk will never share the name of any person, or persons, applying for support to the Trustees.

9. Opt Out

If you do not want the **Foxhall Poors Land or Fuel Allotment Charity** to have, store or retain any of your personal information you should notify us. However, please ensure that you understand our policy regarding data retention as our policies require that we do retain some data for defined periods.

10. Changes to this Policy

This policy will be reviewed annually and or if there are any updated legislation between time, if any changes are made, they will be done at the review and or if legislation requires.

Correspondence Address:

The Clerk
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