

# WHITCHURCH UNITED CHARITIES

(Registered Charity No. 264826 of 22.7.1907)

## PRIVACY NOTICE

This privacy notice provides information on how Whitchurch United Charities collects and processes your personal data when you apply for a grant from the charity.

It is very important that you read this privacy notice.

### Contact details

Our full contact details are as follows:

Sarah Dixon, Grant Application Secretary,  
Whitchurch United Charities,  
Flint House,  
Hardwick Road,  
Whitchurch on Thames,  
Reading RG8 7HH.

Email : whitchurchunitedcharities@gmail.com  
Tel. 0118 9844262

### The data we collect about you

- A copy of the grant application is circulated in hardcopy to the trustees of the Whitchurch United Charities. We therefore hold all the information that is required on the application form, as follows:-
  1. the identity and contact data (name, address, telephone number and e-mail address) of you, the applicant
  2. the identity and date of birth of the person for whom the application is being made, if the application is being made on behalf of a person under 16 years of age, and the applicant's relationship to them
  3. the reason for applying for the grant and the purpose for which the grant is required
  4. the name of the payee for the cheque, if the application is successful
  5. the identity and contact data (name, address and telephone number) of your two referees
- Only the original grant application is retained by the Application Secretary after the decision has been made by the trustees (irrespective of whether or not the application is successful or not). All other copies of our application are destroyed in a manner compliant with data protection legislation. This one hardcopy is kept for a period of five years before being destroyed in a manner consistent with data protection legislation.

- In addition a printed copy of the letter that is sent by the Secretary of the Charity to the applicant advising them of the trustees' decision is stored with the original application by the Application Secretary. This is held for a period of five years before being destroyed in a manner consistent with the GDPR. An electronic version of this letter is stored for a five year period (password protected) before being destroyed in a manner consistent with the GDPR.

#### How we use your personal data

We will only use your personal data for the purpose for which we collected it, which include the following:

- to process your grant application,
- to contact you with the result of your application and
- to make payment of a grant if appropriate.

#### International transfers

We will not transfer, store or process your personal data outside the United Kingdom.

#### Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissions Office, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).