

## **Taunton Aid in Sickness Fund**

(registered charity number 260716)

### **Privacy Notice in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018**

Taunton Aid in Sickness Fund ('TAISF') takes the safeguarding of any applicant's privacy and personal data very seriously. In order to meet the requirements of the General Data Protection Regulation 2018 (GDPR) this notice explains what information we collect about you, why, who we share it with, and for how long.

#### **Who are we?**

Taunton Aid in Sickness Fund ('TAISF')

Our contact details are as follows:

The Clerk

Taunton Aid in Sickness Fund

c/o A C Mole & Sons

Stafford House

Blackbrook Park Avenue

Taunton

Somerset

TA1 2PX

Email: [info@tauntonaidinsicknessfund.co.uk](mailto:info@tauntonaidinsicknessfund.co.uk)

TAISF is a registered charity which provides financial aid to sick or disabled people who are resident in Taunton and in financial need. The charity is governed by its Trustees and day to day administration is carried out by the Clerk. The Trustees and the Clerk fully endorse and adhere to the Principles of Data Protection set out in our Data Protection Policy and Individual Rights under GDPR and Subject Access Policy. Downloadable versions of these policies are available from our website at [www.tauntonaidinsicknessfund.co.uk](http://www.tauntonaidinsicknessfund.co.uk)

#### **What personal data do we collect about you and for what purpose?**

TAISF has a legitimate interest in processing your personal data if you apply for financial assistance from this charity. It is in the applicant's financial interests to submit an application for TAISF to consider granting an award. In order for Trustees to consider applications they need to be made aware of the amounts being requested, and reasons why financial assistance is required. The Trustees need to know the home address of the applicant in order to assess whether they live within the area of benefit, and need to have brief details of the applicants sickness or disability in order to assess whether they fall within the charity's objects.

Applications may therefore include health or financially sensitive information and we ensure that this and all other data provided is held securely.

If you apply to TAISF for grant assistance, an application form which contains your personal details will need to be completed either by you or by a referring agency on your behalf. You will be required to sign the form to confirm the details and to give your consent for TAISF to

process your personal data. The personal information on your application will need to be forwarded by email or by post to the Clerk at the postal address or email address shown above. We cannot guarantee the security of the computer or device used to submit your application by email; please ensure that appropriate cyber security is in place.

### **Who do we share your personal data with?**

Your application is shared by the Clerk with some or all of the Trustees. This is done by physically passing on the application form to the Trustees concerned or, in the case of applications received by email, printing off a hard copy and physically passing it to the Trustees concerned. This is done in order for the Trustees to make an informed decision about your application. If the application is successful, grant payments will be made via the referring agency to the provider of the services or goods. The referring agency will be given a cheque for your grant award and your name as a reference. These are the only ways your data is shared within or by TAISF.

We do not share your personal data with anyone else, and in particular, we do not share your personal data outside of the EEA and we seek assurances from any third parties who process your data that they will take adequate measures to keep your data secure.

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

TAISF will securely retain personal data relating to grants made to applicants for no more than two years from 31<sup>st</sup> March following the date of payment of the grant, at which time all physical and electronic data will be securely destroyed.

In the case of unsuccessful applications or applications which are withdrawn, personal data will be retained for up to one year to allow time for appeal, re-application or feedback and will then be securely destroyed.

### **What rights do you have as an applicant?**

Please see the TAISF “Individual’s Rights under GDPR and Subject Access Request Policy” for full details of applicants’ rights. You can make a Subject Access Request using the form on the website, or by contacting the Clerk at the address given above.

If you have a concern about how we have handled your information you can report this to the Information Commissioners Office (ICO).