

Ardleigh Parochial Charity Privacy Notice

This privacy notice contains the information you may wish to know in respect of any individual personal data held by Ardleigh Parochial Charity. It was approved at the meeting of Ardleigh Parochial Charity Trustees on xxxxxxxx.

Information held will only be held for the purposes of doing business and will not be shared with anyone who is not an Ardleigh Parochial Charity Trustee or the clerk to the Trustees without your specific consent.

We never share information with third parties for marketing purposes.

Information which we hold

We hold that information that is necessary for the purpose of doing business. This will include:

Name, contact details (address, email, phone number) and any information necessary for the consideration of an application for funds because of hardship.

How do we hold your information?

Your information is held in paper and electronic format.

We will keep your information until one full financial year has passed since the conclusion of business.

Our duty is:

- To maintain complete and accurate records.
- Keep data we hold about you secure and confidential.

Your rights:

Right to access - you can request a copy of the data which we hold on you in paper or electronic format. This information will be provided to you free of charge. There are limited circumstances under which we are able to make a charge for providing you with this information.

Data Portability – you are able to request a copy of your data to be provided in a commonly used and machine readable format.

Right to be forgotten – you have the right to request that your personal data be deleted, provided it is no longer required for the purpose it was originally given. All requests to be forgotten will be considered as we do have to take into account if there is a legal requirement or public interest for your data to be available.

In the event that you wish to exercise any of your rights please write or email us in the first instance at the address below, for the attention of the Ardleigh Parish Clerk. We may require additional proof of your identity.

Contact Address:

Ardleigh Parochial Charity
Gables, The Street
Bradfield
Manningtree
Essex
CO11 2UU

Email address: ardleighparochialcharity@gmail.com

Concerns:

You have the right to complain to the Information Commissioner's Office (ICO) if you believe there is a problem with the way your data is being handled.

ICO Postal Address
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel:
0303 123 1113

Online: www.ico.org.uk