

# ARDLEIGH PAROCHIAL CHARITIES

## PRIVACY NOTICE UPDATED JUNE 2024

This privacy notice contains the information citizens may wish to know in respect of any individual personal data held by Ardleigh Parochial Charities.

Information will only be held for the purposes of allocating funds and will not be shared with anyone who is not a DBS - checked Trustee of Ardleigh Parochial Charities without your specific consent. Information is collected to ensure that all applicants conform to the requirements of the Charity which is in turn subject to the Charities Commission. This may include your Name, contact details (address, email, phone number) and any information necessary to the issue of funding; such as potential alternative sources of funding and pertinent income details to establish financial need.

How do we hold your information? Your information is held in paper and electronic format. We will keep your information until four years have passed since the application for funds.

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 can 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 consider if there is a legal requirement or public interest for your data to be available.

If 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 Secretary, Ardleigh Parochial Charities We may require additional proof of your identity.

email address: [ardleighparochialcharity@gmail.com](mailto: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](http://www.ico.org.uk)