

## **JOHN MARTIN'S CHARITY PRIVACY NOTICE**

### **1. What is personal data/information?**

Personal data or information is any data such as that detailed in (3) below which relates to a living individual who can be identified from that data. Identification can be through the information alone or in conjunction with any other details in the Charity's possession or likely to come into its possession. The processing of personal information is governed by the General Data Protection Regulation and the Data Protection Act 2018 ("Data Protection Legislation").

### **2. Who are we?**

John Martin's Charity is a registered charity (Reg'd number 527473) that provides grant assistance within the town of Evesham and the immediate surrounding area under the tenets of education, the Christian faith and the relief of those in need. The Charity is the data controller and decides how your personal information is processed and for what purposes.

### **3. What information do we collect?**

Personal information might include basic contact details such as your name, postal and email address, telephone number and date of birth. Other information relating to the reason that you are contacting the Charity will also be collected, such as your financial circumstances, income details, housing status, employment status and educational requirements. Information about cohabitants and dependants will also be required. Sensitive data, being details relating to the mental and physical health of you or a family member, will only be collected when it has a bearing on the reason for your contact with the Charity.

If an organisation contacts the Charity, some personal information will be collected such as the name, address and contact details of relevant officials.

Relevant information about the Charity's staff and trustees is also processed in order to meet contractual and statutory requirements.

### **4. How do we use your personal information?**

John Martin's Charity complies with its obligations under the Data Protection Legislation by keeping personal information up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts; by protecting personal information from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect it.

We use your personal information for the following purposes: -

- To enable us to consider providing you with charitable assistance and to keep in contact with you during and after this process;
- To maintain our own accounts and records of grants approved and declined;

- To share some of your details with other organisations and charities when the information provided by you requires suitable verification or when those organisations and charities may be able to provide you with additional support. Your consent will always be requested prior to information being released.
- To manage our staff and trustees.
- To provide statistics on an anonymised basis about the work that we undertake.
- To keep you informed about our Charity and events.

## **5. What is the legal basis for processing your personal information?**

We will process your data where:

- We need to carry out the Charity's legitimate activities, such as assessing your request for grant assistance and, if applicable, we have your consent to processing any sensitive personal data that you may have provided in connection with your request.
- The processing is necessary to perform a contract that we have with you – for instance, if a grant has been approved for items or services, your name, address and contact details will have to be passed on to our supplier.
- We have a legal obligation to comply with the law.
- We have your consent to send you information about our Charity and events by electronic communication such as email.

## **6. Who will see your personal information?**

Your personal information will be treated as strictly confidential. It will be viewed by the trustees and staff of John Martin's Charity in order to carry out the Charity's day to day activities, such as dealing with your request for grant assistance. Some information will also be seen by our Auditors to comply with our regulatory obligations.

Where relevant, we may share your contact information with our third party suppliers and sub-contractors to enable a grant to be provided and, with your consent, to other charities and organisations who may be able to provide you with assistance.

The Charity will disclose relevant information to protect the rights, property and safety of John Martin's Charity, its staff and trustees. The appropriate statutory authorities will also be advised of child and adult safeguarding issues.

John Martin's Charity is classed as a "financial institution" and as such is required to provide the non-UK tax residency status of applicants to HMRC.

## **7. How long do we keep your personal information?**

Information relating to grants approved or declined are included within the Charity's Minute Books and form part of the Charity's permanent records. These are retained in accordance with guidance issued by the Charity Commission.

Personal grant application forms and any associated paperwork are securely destroyed seven years after the end of the tax year to which they relate.

Organisation application forms are retained for ten years and may contain personal contact information during this time.

## **8. Your rights and your personal information.**

Unless subject to an exemption under Data Protection Legislation, you have the following rights in respect of your personal information: -

- The right to request a copy of your personal data which John Martin's Charity holds about you;
- The right to request that John Martin's Charity corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for John Martin's Charity to retain such data;
- The right to withdraw your consent to the processing at any time, if the processing was subject to consent being provided;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## **9. Cookies**

A "cookie" is a small text file that is downloaded onto the hard drive of your computer (or other device) when you visit our website. They do not identify you personally but they can remember activities and preferences chosen by you and your browser.

You can manage cookies through your browser settings and control which cookies are allowed. Some cookies are essential to make websites function effectively for you, so you will need to be selective if you decide to change your cookie preferences.

There are two types of cookie used by the Charity's website:

- Session Cookies - these are used to enhance your experience as a visitor to a website and usually expire when you close your browser, or after a fixed period of time if you do not revisit a site.
- Google Analytics Cookies - these are set by the site you are visiting and can only be read by that site. They usually expire either at the end of a browsing session, or after a fixed period of time if you do not revisit a site.

John Martin's Charity only uses cookies to monitor the use of our website as detailed above. They are not used for any direct or third party marketing or advertising purposes. Further details about "cookies" can be found on our website at [www.johnmartins.org.uk](http://www.johnmartins.org.uk)

Our website may contain links to other websites. John Martin's Charity has no control over those sites or their policies and you should undertake your own checks before submitting information to them.

#### **10. Further processing**

The Charity does not process any personal data outside the European Union and does not sell or purchase any of its data to or from third parties.

#### **11. Contact Details**

To exercise all relevant rights, queries or complaints please contact:

John Daniels, Clerk to the Trustees, John Martin's Charity at 16 Queens Road, Evesham, Worcestershire, WR11 4JN.

Tel: 01386 765440 or email: [enquiries@johnmartins.org.uk](mailto:enquiries@johnmartins.org.uk)

#### **12. Review**

This Notice was last updated on 15 June 2018 and will be reviewed in three years.