

# DATA PRIVACY STATEMENT

## Lady Hewley's Charity – Registered charity no.: 230043 (“the Charity”)

### 1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### 2. Data Controller

The Trustees of the Charity are the data controller (contact details below). This means the Trustees decide how your personal data are processed and for what purposes.

### 3. How do we process your personal data?

The Trustees comply with their obligations under the 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer and manage the Charity and to carry out its objects and further its purposes;
- to maintain our financial accounts and records;
- to provide information about activities and events;
- to provide a register of almshouse residents with relevant information to manage the almshouses;
- to work with volunteers, and manage service providers;
- to provide contact details of officers and others with specific responsibilities (e.g. for safeguarding and other regulatory requirements).

### 4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body (the Charity) provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent;

or

- Processing is necessary for compliance with legal obligations to which the controller is subject; or
- Processing is otherwise necessary for the purposes of the legitimate interests pursued by the data controller or
- Explicit consent of the data subject has been given.

### 5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared within the trusteeship and other volunteers in order to carry on the work of the Charity. We will only share your data with third parties with your consent except where we have a legal obligation to do so.

## 6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Financial records	7 years
Personal information in institutional grant applications	3 years
Personal information in individual grant applications	3 years
Personal information in applications for almshouse residence	3 years from giving up residence or from refusal of application

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the Charity holds about you (a Subject Access Request or 'SAR');
- The right to request that the Trustees correct 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 the Charity to retain such data;
- The right to withdraw your consent to the processing at any time;
- Subject to the statutory exemptions, the right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request 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.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9.Changes to this document

From time to time we may update this document. If the change is significant we will make this clear by written notice and/or by contacting you directly.

## 10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Neil St J Blake, Clerk of the Charity, Military House, 24 Castle Street, Chester, CH1 2DS (email: [clerk@theladyhewleytrust.org.uk](mailto:clerk@theladyhewleytrust.org.uk)).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Trustees  
Lady Hewley's Charity  
Date: 8<sup>th</sup> June 2023