

Privacy Notice

CONTENTS OF PRIVACY NOTICE

1. INTRODUCTION
2. YOUR PRIVACY
3. WHO WE ARE
4. HOW AND WHEN DO WE COLLECT YOUR DATA – AND HOW DO WE PROTECT IT?
5. WHAT SORT OF PERSONAL DATA DO WE COLLECT?
6. LEGAL BASIS FOR PROCESSING DATA.
7. SPECIAL CATEGORY DATA – HEALTH DATA
8. HOW LONG DO WE RETAIN YOUR DATA?
9. WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

1. INTRODUCTION

The South London Relief in Sickness Fund (SLRSF) is committed to protecting the personal information (data) about the applicants who seek grants from us and is committed to being transparent about what we do with it.

This notice is designed to be read by applicants (“you”) and their third party representatives (“your representatives”)

2. YOUR PRIVACY

This Privacy Notice sets out how and why we obtain, use, share, and protect your personal data. For these purposes, the SLRSF is the Controller of your personal information in accordance with the General Data Protection Regulations (GDPR).

3. WHO WE ARE

The SLRSF is a registered charity (No. 210939). The purposes and objectives are as follows:

‘to relieve in cases of need persons resident in the area of benefit who are sick, convalescent, disabled, handicapped or infirm’ and that the Trustees ‘shall apply the income of the Charity for that object by providing or paying for items, services or facilities which are calculated to

alleviate the suffering or assist the recovery of such persons in such cases but are not readily available to them from other sources’.

The SLRSF provides one-off grants of up to £300 (average £130) for such persons who are in financial need. These grants are made quarterly meetings of the SLRSF’s Trustees (“the Trustees”).

Because of our purposes, it is necessary for us to obtain and process your personal data to see if you qualify for a grant from the SLRSF.

4. WHAT DATA DO WE COLLECT, STORE AND HOW DO WE PROTECT YOUR DATA?

- (a) The data which we hold about you is provided by your representative on your behalf to the Clerk of the SLRSF in the form of a grant application. The application form will contain personal information about you and the Trustees will use this to consider whether your application meets the criteria for making a grant.

Applications are sent to and held securely by the Clerk of the SLRSF.

- (b) Every three months, the Clerk will collate the applications that have been received in that period and circulate copies of the applications to the Trustees. The Clerk may contact your representative to seek more information or clarification.

Letters to the Trustees containing the applications are sent by post and/or email and marked ‘Private and Confidential’.

- (c) These applications will then be considered by the Trustees at a quarterly meeting to see if they meet the criteria for making a grant.

The Trustees will treat the applications confidentially, discussing the contents only with other Trustees and the Clerk at the quarterly meeting. At the end of the meeting, the Clerk takes back the applications and these are destroyed as confidential waste.

- (d) The applications are then retained and stored by the Clerk for auditing and compliance purposes (unless an applicant specifically requests their deletion - see section 9: ‘What are your rights over your personal data?’)

The original applications are held securely for a period of seven years after the meeting at which it was considered; the applications are then destroyed securely.

- (e) Some of the information on the form is retained in an excel spreadsheet for reference by Trustees as necessary to assist the Trustees deliver the SLRSF’s objectives.

Such spreadsheets contain minimal personal data and, in particular, financial and health data are removed.

5. WHAT SORT OF PERSONAL DATA DO WE COLLECT?

The SLRSF collects the following data from applicants when they apply for financial grants:

- (a) Name;
- (b) Address and other contact details;
- (c) Date of birth and gender;
- (d) Family circumstances (those living at the property);
- (e) Financial information;
- (f) Health information.*

**special category data (see section 7 below)*

6. LEGAL BASIS FOR PROCESSING DATA

The SLRSF has a lawful basis for processing personal data under Article 6 of the GDPR, in that it has a legitimate interest in collecting, storing and processing your personal data in order for the Trustees to assess grant applications and ensure that they meet the Charity's criteria for making a one-off grants.

The SLRSF also has a legal obligation, in accordance with the Charities Act 2011, to process such data as it is necessary to ensure that grants are made in compliance with its stated objectives.

Furthermore, the SLRSF processes such data as a public task as it is necessary in order to exercise a specific task as the Trustees of a charity in the public interest as is set out in law.

7. SPECIAL CATEGORY DATA – HEALTH DATA

The SLRSF processes your health information in order to assess whether your application meets the Charity's criteria for making a grant. Health data is considered to be 'special category data' under Article 9 of the GDPR because it is deemed to be more sensitive than other data and additional safeguards apply to this data.

We are entitled to process health data because we have your explicit consent, which you have provided to your representative when the application form was completed. If you're aged under 16 and we are processing your health data, we will do so on the basis of the explicit consent of your parent/guardian.

Please note that you may withdraw your consent for us to process your health data at any time. (See section 'What are your rights over your personal data?')

We put additional safeguards in place in relation to health data, in that health data is provided to Trustees in order to assess applications after which it is retained for auditing and archiving purposes securely by the Clerk.

8. HOW LONG DO WE RETAIN YOUR DATA?

For auditing and compliance purposes your application will be kept securely for a period of seven years from the date at which the application was considered by the Trustees; it will then be securely destroyed.

Brief details of the grant, without sensitive financial or health data, will be retained by SLRSF for as long as it is necessary to deliver our charitable services or for such period as we reasonably consider appropriate for record keeping and archival purposes.

9. WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the following rights in relation to your data:

1. The right to be informed;
2. The right of access;
3. The right to rectification;
4. The right to erasure;
5. The right to restrict processing;
6. The right to object.

Please note that where our processing of your personal data does not rely on your consent, we may not be able to fulfil all or part of your request.

If you wish to request your data or have any questions relating to this Privacy Notice, please contact: Fiona Rae, Clerk to the South London Relief in Sickness Fund, at fiona.rae@richmondandwandsworth.gov.uk.

We will process any request as soon as reasonably practicable. Please bear in mind when making requests that the Trustees meet every three months, in March, June, September, and December. Therefore, requests will be dealt with as soon as reasonably practical after the next quarterly meeting of Trustees.

Further information can be found on the Information Commissioners Office: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

Privacy Notice updated on 19 March 2019 - please do check our Privacy Notice from time to time as it is updated periodically.