

Privacy Notice – The Elizabeth Walter Charity



1. Purpose of this Notice

The Elizabeth Walters Charity (herein referred to as “the charity”) have created this Privacy Notice to ensure compliance with legal and regulatory requirements regarding the Personal Data collected about you. This Privacy Notice explains what personal data might be collected, how and why it would be collected, who it might be shared with and how it is protected.

Appendix A outlines how you can complain to Elizabeth Walters or the Supervisory Authority, if you have concerns that this notice is not being applied in relation to your personal data.

2. What personal information could be collected, and how?

The information collected about you is information that you have provided as part of your application, or any updates to that information you have provided since. The data we collect includes the following:

- Name.
- Contact details including organisational address and role; telephone number; and email address.
- For individuals, we may collect personal bank details.
- Photos for publications or advertising – your consent will be sought for this purpose at the point of drafting a publication

This information is retained for 7 years to ensure that we meet legal requirements.

3. How is your information stored and accessed?

Your information is stored and processed using the Diocese secure servers which is accessed controlled and only accessed by registered and authorised users. Users comprise of:

- Employees of the Charity and those who may be working on its behalf as contractors or volunteers.
- Those who hold the following roles on behalf of the charity:
 - Charity Trustees
 - Treasurer

We do not store or transfer this data outside of the European Economic Area (EEA).

4. How will the Charity use your information?

The Charity will use your personal information to maintain accurate records for contacting you for the following purposes;

- To provide details of a grant award
- To contact you directly
- To ensure the fund is paid
- To ask for feedback on our services

We do not use your data for automated decision-making or profiling.

5. Sharing your information

The Charity will not sell or disclose your information to third parties other than those needed to meet contractual or legal obligations or to protect the vital interests of the data subjects we collect data about.

The information the Charity holds about you will only be used for the purposes stated and will be retained in line with the requirements of the St Edmundsbury and Ipswich Diocesan retention policy, which is available to all upon request. The Charity may disclose your information to the following third parties;

- To law enforcement agencies to prevent and detect criminal activity or for safeguarding purposes (if applicable) - this excludes private investigators. The Charity will not disclose Personal Data in this instance.

6. How will the Charity protect your information?

The Diocese use a range of security techniques to protect Personal Data, these are, but are not limited to;

- control of mobile devices;
- employee, volunteer and worker security training program(s);
- robust and up to date anti-malware programs;
- secure data disposal;
- access control;
- network monitoring and management.

7. Your Rights

You have several rights regarding your Personal Data, and the Diocese observes and complies with these rights by ensuring that you can have access, upon request, to any of the data we hold about you. You have other rights regarding your Personal Data that you may exercise in the event that the Diocese have no legal basis to reject your request, these rights are:

- You may object or restrict our handling of your data.
- You may have your data delivered to you in a portable, readable, and useable format.
- You may have your data corrected or updated at any time if you believe the data we hold is incorrect.
- You may have your data erased from our systems when we have no legal reason for retaining it.

Appendix A

The contact information provided below is to enable anyone to exercise their rights in regard to their own personal data that we hold or process. If you wish to exercise your rights as detailed above, please contact us on the below email address and we will respond to you within 30 days.

Relevant contact information:

Helen Smith – clerk.ewc@cofesuffolk.org – Clerk to the Trustees

If you wish to make a complaint about the way the Charity handles your data, please contact the Information Commissioners Office (ICO) on the below contact details:

Wycliffe House, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate)

Or you can use the online service which allows you to make a complaint using the online form. You can report a breach, a concern or even just request more information. The ICO online can be found here: <https://ico.org.uk/global/contact-us/>