

# **Parmiter's Almshouse & Pension Charity**



## **PRIVACY POLICY**

### **Introduction**

In accordance with the Data Protection Act 1998, and under the General Data Protection Regulations which came into force in May 2018, the Parmiter's Almshouse and Pension Charity (the Charity) and Data Controller, is committed to protecting and respecting your privacy.

This Privacy Policy (this Policy) sets out how the Charity collects, uses and protects any personal information provided to us by potential applicants and our current Pensioners, Almshouse residents and Trustees, or through our website, events, or other activities.

Where information is provided by which individuals can be identified, the Charity will only use that information in accordance with this Policy.

A copy of our Data Protection Policy can be obtained by contacting the Clerk to the Trustees via the contact details provided below.

### **Collection of personal information**

We will only collect the minimum amount of information necessary in order to meet the objectives of the Charity and to comply with our legal responsibilities.

When providing personal information within an application or in response to requests for other data, individuals will be required to give their written agreement and permission for this to be used by the Charity.

### **How we process, store, retain and dispose of information**

We will only use the information we receive for the purposes of assessing an application, managing or monitoring the details of any pension awarded, related administration of our Pensioners, Almshouse residents and Trustees and for any other purposes that fall within the Charity's responsibilities.

We will not keep the information we collect for longer than necessary. It will be stored and disposed of securely in accordance with our Data Protection and Data Retention & Disposal Policies.

## **Sharing information**

Data will only be shared with our recognised third-party suppliers who are our Data Processors or to others who aid us to provide our services. We ensure that third-party suppliers comply with all relevant requirements under data protection legislation. Data Processing Agreements exist where applicable.

The Charity will not share your data with third-parties for marketing purposes.

## **Parmiter's Almshouse and Pension Charity Website**

We only use essential cookies for the proper functioning of our website. These are crucial for the basic operation of our website and do not collect personal information

## **Links to other websites**

Where our website contains links to other websites, as these are not governed by this Policy and as we do not have any control over them, we cannot be responsible for the protection and privacy of any information provided to them.

## **Rights of Individuals**

The rights of our Pensioners, Almshouse residents and Trustees are listed in our Data Protection Policy and comply with the Information Commissioner's guidance.

All requests for a copy of the personal data we hold or for personal information to be rectified if it is inaccurate or incomplete, should be made in writing, marked for the attention of the Clerk to the Trustees and sent by email or post to the addresses provided below. Requests will be appraised and responded to within 30 calendar days of receipt by the Charity.

## **How to complain**

If any of our Pensioners, Almshouse residents or Trustees have any concerns about our use of their personal information, they can make a complaint.

In accordance with our Complaints Policies, a complaint can be made either verbally or in writing, to the Clerk to the Trustees, any other member of staff or a Trustee.

We will respond to these in accordance with the timescales stated in our Complaints Policy. A copy of this Policy can be found on our website ([www.parmitersalmshouseandpensioncharity.org.uk/](http://www.parmitersalmshouseandpensioncharity.org.uk/)) or can be obtained by contacting the Clerk to the Trustees via the details provided below.

## **Clerk to the Trustees**

Julia Linfoot  
c/o The Trust Partnership Limited  
6 Trull Farm Buildings  
Tetbury  
Gloucestershire, GL8 8SQ  
Telephone: 01285 841900  
Email: [info@parmitersalmshouseandpensioncharity.org.uk](mailto:info@parmitersalmshouseandpensioncharity.org.uk)

## **Information Commissioner's Office**

If one of our Pensioners, Almshouse residents or Trustees remain unhappy with how we have used their data, they can also complain to the Information Commissioner's Office.

The ICO's address and contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk>

## **Changes to our Privacy Policy**

We review this Policy annually and we will place any updates on our website. ([www.parmitersalmshouseandpensioncharity.org.uk/](http://www.parmitersalmshouseandpensioncharity.org.uk/)) A copy of this Policy will be made available upon request.