

Clevedon Convalescent Fund : Charity No 249313

Website privacy policy

This website is operated by Clevedon Convalescent Fund. We take your privacy very seriously and recognise the private nature of the information we receive. In order to carry out our fundamental purpose we handle sensitive personal data of a medical nature and personal data.

To safeguard this information and act in accordance with the requirements of the Data Protection Act of 1998 and the General Data Protection Regulations effective from 25th May 2018 we operate on the following principles:

- Information is held on a secure data system.
- Consent is held for the retention and use of data.
- The handling of data is in accordance with such consent.
- Retention of data is only for the period of time for which it is necessary.
- Return and or destruction of the data on request is permitted up to and unless a grant has been made or rejected
- Thereafter for audit and legal requirements it is necessary to retain data for a minimum of 6 years.
- The individual shall retain a right to correct any mistakes in their information
- The manner of the use of the data is made known to the individual.
- No data is used for marketing purposes, sold or unnecessarily passed on to third parties.

Please read this policy carefully because it contains important information about us and:

- the personal information we collect about you, our users
- what we do with your information, and
- who your information may be shared with

Who we are

Clevedon Convalescent Fund ('we' or 'us') are a 'data controller' for the purposes of the Data Protection Act 1998, (ie we are responsible for, and control the processing of, your personal information).

Information we collect

a) Personal information you provide to us

We collect personal information that you provide to us in support of your application for a grant this may include: medical, health, financial and circumstances of your life. We would also collect similar information relating to third parties who may be included as beneficiaries under the grant or whose details are pertinent to the award of a grant.

b) Personal information provided by third parties

We may receive information about you from other sources. This information may include: Referee confirmation as to the information provided and follow up details and circumstances. This may include feedback on the receipt and application of the grant.

We will add this information to the information we hold about you for the following purposes:

- To verify and supplement information received;
- In support of or to assist with the provision of a grant;
- To facilitate the practical arrangements of grant provision;
- To audit the grant process.

c) Sensitive personal information

We require you to provide sensitive information regarding your physical and or mental health or condition as this is intrinsic to the process of the granting. Information regarding medical conditions will always be requested as the purpose of the Charity is to aid and alleviate recovery from ill health. We use the information to ensure that there is a health condition in need of alleviation and that a grant can be considered. We also consider whether the grant requested is appropriate to the circumstances. We may consider, based on information provided, that an enhancement to the manner of the grant can be provided or that the nature of what is applied for is inappropriate. This enables the Trustees to operate due diligence.

d) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data;
- shall receive any data protection notices on their behalf;
- shall consent on their behalf to the transfer of their personal data abroad; and
- shall consent on their behalf to the processing of their sensitive personal data.

How we use the information we collect

We collect information about our users for the following purposes:

- To assess eligibility for granting purposes;
- To administer the Fund
- To audit processes and procedures;
- To develop ongoing protection and safeguards for the operation of the Fund.

Who your information may be shared with

We may share your information only to the extent it is necessary to do so with:

- Trustees and Employees of the Fund
- Law enforcement agencies in connection with any investigation to help prevent unlawful activity;
- The Charity Commission, as legally obliged.
- Providers of grant travel and or accommodation where awareness of a condition is necessary to facilitate the grant.

Keeping your information secure

We will use technological and organisation measures to keep your information secure.

However, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

What rights do you have?

Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any account or reference numbers, if you have them

We may ask you to pay a fee before sending this information to you.

Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- contact us using the contact details below
- let us have enough information to identify you (eg account number, user name, registration details), and
- let us know the information that is incorrect and what it should be replaced with

Right to ask us to stop contacting you with direct marketing

It is our policy only to contact you via your Referee until the final element of the grant is sent. You have the right not to be approached for direct marketing purposes and we do not do this or envisage doing so. However in the unlikely event that this were to change we will update this policy to provide details of how this would be managed.

Changes to the privacy policy

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

Contacting us.

If you have any questions about this policy or the information we hold about you, please contact us by:

e-mail: joan@clevedonforbes.org

Post: Mrs Joan Taffs, Grants Officer, Clevedon Forbes Fund,
4 Kenn Road, Clevedon, N. Somerset, BS21 6EL

Telephone: 01275 341777