

# DATA PRIVACY NOTICE

## Applicants - The Joyce Harpur Charity

### 1. Your personal data – what is it?

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 (use) of personal data is governed by the General Data Protection Regulation (GDPR).

### 2. Who is the data controller?

The current Clerk to the Joyce Harpur Charity is the data controller. This means they decide (in conjunction with the Joyce Harpur Board Members) how your personal data is processed and for what purposes.

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

The Clerk to the Joyce Harpur Charity complies 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.

Your personal data is used for the following purposes:

- To administer grant application paperwork
- To give you notice of when the Joyce Harpur annual application process is open (where an email address or telephone number has been advised)
- To identify applications by first/last initials or number only in the minutes of each meeting
- To share your basic contact details (with your consent) to any other organisations that are directly related to the work of the Joyce Harpur Charity.

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

- We need your explicit consent so you can be kept informed about the grant application process
- Processing is necessary for carrying out obligations under social protection law, or a collective agreement
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  - the use relates only to applicants or former applicants (or those who have regular contact with it in connection with those purposes)
  - there is no disclosure to a third party without consent.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other board members of the Joyce Harpur Charity for purposes connected with the charity. We will only share your data with third parties outside of the charity with your consent.

### 6. How long do we keep your personal data?

We keep data for a period of 7 years after the year of application at which point all documentation directly relating to your application for that particular year (bar the minutes of each meeting which are kept indefinitely) will be deleted or destroyed – unless you give consent in writing for it to be kept for a particular purpose.

## **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 your personal data which the Clerk to the Joyce Harpur Charity holds about you;
- The right to request that the Clerk to the Joyce Harpur Charity corrects 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 Clerk to the Joyce Harpur Charity to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If the Clerk wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then the Clerk 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, they will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to the Joyce Harpur Charity, C/O St Peter's Church, 35 Church Street Littleover Derby DE23 6GF.

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.