



WESTMINSTER AMALGAMATED CHARITY

PRIVACY POLICY FOR INDIVIDUAL APPLICANTS

Westminster Amalgamated Charity is a registered charity, no. 207964. The Charity makes grants to organisations and individuals for the purpose of relieving need in the City of Westminster. To enable the Trustees to make decisions regarding the award of grants, we need to collect information, including personal information, from the applicants.

This Privacy Policy explains how we use any personal information collected during the grant process which could be via our website, email, paper application form or telephone call.

WHAT INFORMATION DO WE COLLECT ABOUT YOU AS AN INDIVIDUAL APPLICANT?

When you apply to us for a grant using our application form, you will be asked to provide personal information in order for us to assess your application, including brief details of your health. We may also ask for other information from your sponsor which includes their assessment of your background, family circumstances and health, their involvement with you, and their views on why you are seeking assistance. Before completing the form you will be asked to indicate, in the box provided, that you give consent for your personal information to be collected and recorded. All the sections in the form are required as the information helps to build up a picture of the beneficiary's circumstances and to identify the level of need.

You may withdraw your consent at any time during the application process. This can be done by contacting the Grants Administrator in writing by post, to the office address at School House, Drury Lane, London WC2B 5SU or by email to wac@3chars.org.uk. Withdrawal of consent during the application process will render the application invalid and you will not be eligible for consideration for a grant. Any documentation relating to your application will be destroyed immediately.

HOW WILL WE USE THE INFORMATION ABOUT YOU?

The information will be summarised and presented to our Grants Committee for a decision on whether or not to award a grant. Your information will not be shared with anyone other than our staff, our Trustees and your referring agency. If relevant, your name and address only will be provided to our designated suppliers for the purpose of delivery of household items, thermal clothing and holiday bookings. Our designated suppliers are: C Supplies Ltd. for household items; Damart for thermal clothing; and Dolphin Travel for holidays.

If you are a new applicant, your personal information will be kept for a maximum of five years. If you have made no further applications during this time you will be regarded as ceasing to be a beneficiary of the Charity. We will then destroy any paper records and delete any digital records, recording the action in our destruction of data log. You may request that we destroy your data before the expiry of the five year period. In any case, we will record this action and confirm to you in writing that we have removed your information from our records.

If you are an existing beneficiary, your information will be kept for as long as you are in receipt of one of our annual grants (discretionary grant and holiday grant). If you cease to be a beneficiary for any reason, or there is no activity on your file for five years, we will remove your information from our records and record the action in our data destruction log.

At any time you may request that your information be removed from our records.

YOUR RIGHTS

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information, please email us at wac@3chars.org.uk or write to us at Westminster Amalgamated Charity, School House, Drury Lane, London WC2B 5SU.

We will provide a copy of your information in PDF format by email or, if you do not have access to email, in paper format by post.

You may also request a copy of the information that you have given us, to be provided in a machine-readable format.

You also have the right to have your data corrected, and conditional rights to restrict us from processing your data, and to object to us processing your data. You have the right to escalate any data privacy complaints to the Information Commissioners' Office.

OTHER WEBSITES

Our website contains links to other websites. This Privacy Policy only applies to our website so when you link to other websites, you should read their own Privacy Policies.

CHANGES TO OUR PRIVACY POLICY

We keep our Privacy Policy under regular review and we will place any updates on our website. This Privacy Policy was last updated on 2 May 2018.