

## The Barnes Workhouse Fund

---

# Privacy policy

**Barnes Workhouse Fund (“BWF”) takes your privacy seriously. Our policies and processes are compliant with the GDPR 2018.**

**Please read this Privacy policy. It explains our data protection policy and describes how we’ll use the personal data that you provide to us.**

*The Barnes Workhouse Fund is registered with the Information Commissioner’s Office.*

## Our principles

- When you complete an application form for a grant, or apply to work for BWF, we will always ask for your consent to treat your information in the way we describe below for processing, storing and transferring purposes.
- We’ll only use your information where we have lawful grounds (ie your consent referred to above, or legitimate interests) to do so.
- Some examples of where we have a legitimate interest to process your personal information are where we contact you about our work; or where we contact a third party in order to process your grant, eg ordering white goods and arranging for delivery
- Whenever we process your information under the ‘legitimate interest’ lawful basis we make sure that we take into account your rights and interests
- We’ll be transparent in our dealings with you and tell you how we’ll collect and use your information.
- If we collect your information for a particular purpose we’ll only use it for that purpose, unless you’ve been otherwise informed and given your permission where relevant. We won’t ask for more information than we need for the purposes for which we’re collecting it.
- We’ll update our records when you tell us that your details have changed.
- We’ll periodically review our records to ensure we don’t keep your personal information for longer than is necessary.
- We’ll ensure that your information is securely disposed of at the end of the appropriate retention period.
- We’ll observe your rights under applicable privacy and data protection laws and will ensure that queries relating to privacy issues are dealt with promptly and transparently in accordance with the law.
- We’ll ensure our staff and Board of Trustees are aware of their privacy obligations, and train them as required to stay up date.
- We’ll ensure we have appropriate physical and technological security measures to protect your information regardless of where it’s held.

# 1. Information we hold about you, how we collect it and how we'll use it

## (a) Information you give us

You may give us information about yourself by filling in the application forms on our website, or corresponding with us by phone, email or otherwise, or your Referral Agency (eg Citizens Advice, Richmond or Age UK) will give us information about you when you ask them to submit an application for a grant on your behalf. This includes, for example, information you provide for recruitment purposes as a member of staff or member of the Trustee Board.

The information you give us may include:

Personal Data such as

- name, contact details, date of birth,
- employment, education details and retirement information

We will only process such data if there are lawful grounds, such as a legitimate interest, to do so.

Sensitive Personal data such as:

- gender
- health details of yourself or a family member, who may be a child
- sensitive personal circumstances
- financial information and bank details

We will only process such data if we have your express consent to do so.

## (b) Information we receive from other sources

If your application is submitted to us for your own benefit by a Referral Agency like Citizens' Advice, Richmond, we will correspond with them throughout the application process. They might give us additional information about you where this will help our consideration of your application. We may use this information on its own or combined with any of the information we receive or collect from you for any of the below purposes.

It is unlikely that we will source information from anywhere other than a Referral Agency as referred to above, but if we do obtain your personal information from a third party at our request, we will obtain your consent to do this first.

### **(c) We may use this information:**

- to help us consider whether we can award you a grant
- to monitor and improve our service offering to you (including via research activities), as well as to notify you of changes to our processes.
- to carry out any obligations we have to you, and provide you with services and information that you request from us, such as informing you of whether any other funders or service providers might help you
- to provide you with information about grants we offer that may be relevant to your circumstances
- to provide you with information that you have consented to receive
- to comply with the requirements of our regulators and of our charitable objects
- as part of a recruitment process, when applicable

Where we use information for survey, or research activities, or to comply with the requirements of our own regulators (including Charity Commission and Companies House), this will only ever be published anonymously as a combination of responses, rather than individually, unless otherwise agreed with you

We will retain and process your personal information for as long as necessary to make appropriate and informed decisions in our grantmaking process and to comply with our legal obligations.

## **2. Passing on information about you to third parties**

To operate effectively, we may need to pass your information on to selected and trusted third parties. The third parties we may share information with are:

- Third party Referral Agents who may be considering making a new application on your behalf, where it is appropriate for them to know about any previous grants you have been awarded
- Referees nominated by Education applicants

- Any third party to whom you've given your consent to receive your personal data, and where we have your explicit consent to do so

Please be assured that when we outsource any processes we ensure that any supplier or contractor has adequate security measures in place. We'll also require them to comply with privacy principles as part of our contract with them.

### **3. Security and safe storage of your personal information**

Information supplied by you to us, or that we collect about you, may be transferred, and stored by us, our agents or contractors for the purpose of providing services to you.

Once we've received your information, we'll use appropriate procedures and security features to try to prevent unauthorised access. We will do our best to keep your information secure by using password protected software. If we receive any of your information in paper form, where we don't already have that information in electronic format, we will keep it in locked storage.

Unfortunately, while we do not email personal data, the transmission of information via cloud based services or the internet is not completely secure. Although we endeavour to protect your personal data, we do not encrypt it, so we cannot guarantee the complete security of data transmitted over the internet.

### **4. How can you access, correct or delete your information and/or withdraw consent?**

You may make a request to access your personally identifiable information that is held by us and maintained in our database. To do this you need to email your request to our Director, Katy Makepeace-Gray whose email is [kmakepeacegray@barnesworkhousefund.org.uk](mailto:kmakepeacegray@barnesworkhousefund.org.uk)

If we have incorrect or out of date information or your circumstances change, you are able to correct the information we hold about you by emailing our Director at [kmakepeacegray@barnesworkhousefund.org.uk](mailto:kmakepeacegray@barnesworkhousefund.org.uk).

From 25 May 2018, depending on the circumstances, you may also have the right to:

- request erasure of personal information we hold about you
- request restriction of processing of such information
- object to the processing of such information

You can email us or write to us about the above rights, or if you have any concerns about the way we handle your personal data, (see “comments and questions” below), or you can contact the Information Commissioner’s office (“ICO”), or raise a complaint with us, or with the ICO.

Please be aware that should you request deletion, restriction or erasure of Personal data, or object to us using it, we may not be able to assist you in the way that you would like us to. We will make this clear to you at the time of your request.

## **5. Changes to the policy**

We may change our Privacy policy from time to time. If or when changes are made we’ll include them here. We will notify you of any substantial changes.

## **6. Comments and questions**

You can send any queries and comments about this Privacy policy by email to [kmakepeacegray@barnesworkhousefund.org.uk](mailto:kmakepeacegray@barnesworkhousefund.org.uk) or by mail to Barnes Workhouse Fund, PO Box 347, Hampton TW12 9ED.

Last updated: 16 April 2018