

WILLIAM BENDLOWE CHARITY

DATA PROTECTION AND PRIVACY POLICY

Introduction

As a small local charity committed to serving our community, William Bendlowe Charity recognises the importance of protecting personal data and maintaining the privacy of our supporters, beneficiaries, and volunteers. This Data Protection and Privacy Policy outlines our commitment to conducting our activities in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We also adhere to best practices as stipulated by the Charity Commission and the Information Commissioner's Office (ICO).

Purpose of the Policy

The purpose of this policy is to inform stakeholders about how we collect, use, and safeguard personal information. It also outlines the rights of individuals regarding their data and the processes we have in place to ensure compliance with relevant legislation.

Scope

This policy applies to all members of William Bendlowe Charity, including trustees, volunteers, and any third parties who may process data on our behalf.

Data Collection

We collect personal data for specific and legitimate purposes in connection with our charitable activities. The types of personal data we may collect include, but are not limited to:

- Personal identification information (e.g., name, address, email, phone number)
- Financial information (e.g., bank details, payment history) for donation processing
- Records of correspondence with supporters and beneficiaries

Use of Personal Data

The information we collect may be used for the following purposes:

- To provide services and support to beneficiaries
- To process donations and keep track of fundraising activities
- To communicate relevant news and updates regarding our charity
- To comply with legal obligations and regulatory requirements

Data Security

William Bendlowe takes the security of personal data seriously. We have implemented appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or misuse. These measures include, but are not limited to:

- Secure storage systems for both electronic and paper records
- Access controls to restrict access to personal data to authorised personnel only
- Regular training for trustees and volunteers on data protection principles and importance

Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected, in accordance with legal and regulatory requirements. Once the data is no longer necessary, we will securely delete or anonymise it.

Data Subject Rights

Individuals whose personal data we hold have certain rights under GDPR, including:

- The right to access their personal data
- The right to rectify inaccurate or incomplete data
- The right to erase personal data when it is no longer needed
- The right to restrict processing of personal data under certain circumstances
- The right to data portability, enabling them to obtain a copy of their data in a structured format

- The right to object to processing based on legitimate interests or direct marketing

Requests to exercise these rights can be submitted to our Data Protection Officer at Farthings. Water Lane, Jaspers Green, Shalford, CM7 5BB tel: 07850 264518. We are committed to addressing inquiries in a timely manner.

Data Breach Procedures

In the event of a personal data breach, William Bendlowe will follow procedures in accordance with GDPR requirements. We will investigate the breach, assess any risks, and where necessary, notify the ICO and affected individuals in a timely manner.

Policy Review

This Data Protection and Privacy Policy will be subject to periodic review to ensure continued compliance with relevant legislation and best practice guidelines. Changes will be communicated to stakeholders as necessary.

Conclusion

At William Bendlowe Charity, we value the trust placed in us by our supporters, beneficiaries, and community.

We are committed to safeguarding personal information and ensuring our operations are transparent and accountable. Should you have any queries regarding this policy or our data protection practices, please do not hesitate to contact us.

William Bendlowe

Reg. 241285

Contact: Alice Cox

Email: www.bendlowe.co.uk

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