

Privacy Notice for Egham Education Trust

1. Who are we?

Egham United Charity is a registered Charity No. 205885 and also administers Egham Education Trust, registered Charity No. 311941.

We are committed to protecting your privacy and will only use personal data that we collect in line with all applicable laws, including the General Data Protection Regulation (GDPR). Our full Data Policy can be viewed at www.eghamunitedcharity.org or by contacting the Secretary.

Data collected will be adequate, relevant and limited to what is necessary to allow the Charity to perform the tasks for which the data was collected. Anonymised data (data from which you can no longer be identified) may be held for the purposes of scientific historical research and statistics.

2. What data do we collect about you?

Personal data we collect via completed application forms, emails and phone calls, may include one or more of the following:

- your name, address, phone numbers and email address
- gender
- marital status
- details of current and previous medical conditions
- records of your correspondence with us and of correspondence between the Charity and agencies requesting help for you.

3. How do we use the data we collect about you?

We use your personal data for a number of purposes including the following to process your application for financial help:

- to run our internal administration and keep a record of your contact with us
- to carry out research using anonymised data for the purposes of scientific historical research and statistics.
- to comply with applicable laws and regulations

By law we're allowed to process your data for one or more of these reasons:

- you have given consent
- it is necessary for us to be legally compliant
- there is a legitimate interest for us to do so

We also meet an additional fourth condition, which is to process the sensitive data we hold about you in compliance with our responsibilities as a personal grant-giving charity.

Sometimes, we need to share information with authorised people or organisations so the Charity can fulfil its role in supporting you. For example, we may use an external party to provide a piece of equipment/service and you would be informed of this prior to booking. If this is the case, we only give the authorised person/organisation the information they need to deliver the service – and we require these third parties to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your data on our instructions.

4. What rights do I have over my personal data?

Under the General Data Protection Regulation, you are able to exercise certain rights in relation to your personal data that we process, including your right to:

- Be informed about how we collect and process your data
- Access your personal data
- Rectification of inaccurate or incomplete data
- Erasure of your personal data in certain circumstances
- Restrict processing of your data in certain circumstances
- Object to the processing of your data. *However, please note that if you object to our processing of your data, the Trustees will be unable to process your request for financial help as they will be unable to carry out their responsibilities as a personal grant-giving charity.*

Further information on all your rights under current data protection legislation can be found on the Information Commissioners Office website: www.ico.org.uk. We are committed to protecting your personal data but if you are not happy about any aspect of how we collect and use your data, you have the right to complain, in the first instance to the Charity using the details below or the overarching regulator, the ICO.

5. How do we protect and keep your data?

We don't keep your data for longer than is necessary for the purposes for which it is used. This is in accordance with our Data Retention policy and adheres to the requirements of the GDPR.

We have security procedures, rules and technical measures to protect your data. Your data will be kept in a secure environment with access restricted on a need to know basis. Personal data will not be transferred to a country or territory outside the European Economic Area unless there is a specific operational reason to do so, in which circumstance we are obliged to ensure that the Country or Territory concerned ensures an equal level of cyber security/protection and confidentiality procedures (General Data Protection Regulation) for your rights and freedoms, in relation to the processing and storage of personal data.

6. How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change by contacting:

The Secretary
Egham United Charity
c/o Gladstone House
77 – 79 High Street
Egham
Surrey
TW20 9HY
Telephone: 07434 364 596
Email: eghamunitedcharity@outlook.com