

Privacy Notice for Stewart and Budgens Almshouses

1. Who we are

Stewarts and Budgens Almshouses is a registered Charity No. 205886.

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 eghamunitedcharity.org or by contacting the Secretary (address below).

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 may be held for the purposes of scientific historical research and statistics.

2. What data do we collect about you?

Stewarts and Budgens Almshouse Trustees have carried out an assessment which shows we believe it is in the interests of both residents and the charity to hold the following data, and if the charity did not hold this data, it would not be able to fulfil its function with regard to its support of residents:

1. Full name and address, phone numbers and email address
2. Date of birth
3. Gender
4. Marital status
5. Name and address of GP
6. Name, address and contact details of 1st next of kin.
7. Name and address of location where their Will is kept (if the resident has one)
8. Details of their funeral planning arrangements and pre-paid plan (if the resident has one)
9. Details of bank account (for processing direct debits for weekly maintenance charge collection.
10. Details of income and savings at the time of application for accommodation
11. Details of current medical conditions and previous conditions
12. Records of your correspondence with us and of correspondence between the Charity and agencies offering help to 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 initial application for almshouse accommodation and to allow the charity to fulfil its role in supporting you if you become a resident.
- 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 to do so.

We also meet the additional condition, clause d) to process the sensitive data we hold about you in the course of our legitimate activities as an almshouse charity and on condition that the processing relates only to residents or former residents of the almshouses.

Sometimes, we need to share information with authorised people or organisations so the Charity can fulfil its role in supporting you and ensuring you receive the care you need, 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 your data. *However, please note that if you object to our processing your data or you request the restricting or erasure of your data, the Charity would make a compelling case for why it needs to process the data. Without the data the Charity would not be able to fulfil its role in supporting you and ensuring you receive the care you need.*

Further information on all your rights under current data protection legislation can be found on the ICO website <https://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 Information Commissioners Office (www.ico.org.uk).

5. How 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
33 Runnemed Road
Egham
Surrey
TW20 9BE

Telephone: 01784 472742