

## **YATTON UNITED CHARITIES**

### **GENERAL DATA PROTECTION POLICY**

Individuals have new and enhanced rights under the General Data Protection Regulations (GDPR) with regards to their personal data from May 25<sup>th</sup> 2018. GDPR is about following good practice in relation to the processing of individuals' data.

This privacy notice sets out what personal data we hold, how we use it, and how secure it is.

#### **WHAT DATA WE HOLD**

Names, addresses, telephone numbers and email addresses of Trustees, applicants, their carers and our tenant farmers.

Personal data regarding finances and personal circumstances as provided by the applicant.

We collect the minimum amount of data necessary and only data that is adequate, and limited to the relevance of what is required under the terms of the wills from which the charities get their funding.

#### **HOW WE USE THE DATA**

We use the data for making decisions as to who is eligible for grants and to communicate with individuals. Personal data will not be shared with other organisations without specific consent.

#### **SECURITY OF DATA**

Data is held on computer, password protected.

Manual records are either kept securely in locked filing cabinets or a strong box.