

**The Charity of William Williams**  
**Registered Office:**  
Stafford House  
10 Prince of Wales Road  
Dorchester  
Dorset DT1 1PW

**Charity Registration No: 202188**

**Website:** [www.williamwilliams.org.uk](http://www.williamwilliams.org.uk)

**RETURN THIS NOTICE TO YOUR LOCAL TOWN TRUSTEE – SEE OVER FOR DETAILS**

## DATA PRIVACY NOTICE

For additional information visit the ICO website <https://ico.org.uk/for-organisations/charity/>

**Personal Data:** means any information relating to an identified or identifiable living Individual.

**Data Subject:** means the identified or identifiable living individual to whom personal data relates.

**Applicant's name:**..... **Address:** .....

**Date:** .....

**THIS CHARITY IS REQUIRED under EU and UK Data Protection Regulations to provide you with this Privacy Notice. Please visit the ICO website (above) for further information**

This Privacy Notice is being sent to you by The Charity of William Williams (WW) as you have applied to be considered for a grant from the Charity, and provides you with information regarding your Data Protection rights under EU General Data Protection Regulation (GDPR) 25 May 2018 and the UK Data Protection Bill 2017.

The Personal Data provided by you is required by the Trustees of the Charity to determine your eligibility to be considered for a grant. Trustees are obliged to comply with the terms of the objectives of the Charitable Schemes they administer.

**Please sign, date and return** this Notice and return to your own Trustee or the Charity's office as soon as possible, confirming your understanding and agreement with the processing of your personal data as detailed in this Notice and undertaken by WW. **Please note that the Trustees will not be able to process your application until they have received your signed Privacy Notice. Signing this Notice will not discriminate against, or favour, the outcome of your Application**

If you choose to provide personal data via electronic means (email etc) to WW/WW Trustees and you wish, prefer or have no objection to WW using that method in response, you will need to be aware that as our emails to data subjects are not encrypted there may be a risk of a breach of your personal data. WW will do all that they can to minimise that risk, short of encryption, but cannot take responsibility for any Breach of your personal data that may occur outside of their control.

### How WW process your Personal Data:-

1. Your personal data is used for the sole purpose of WW and is not transferred or distributed to any other individual or organisation unless requested by you or with your knowledge and approval.
2. Any amendments to your personal data are made upon your written or oral request.
3. The Charity holds personal data in secure filing cabinets in a locked office with restricted access. Whilst dealing with your application individual Trustees will hold your personal data for that purpose and be mindful of its security and confidentially at all times.
4. Any electronic information is password controlled with restricted access.
5. Files containing personal data will be reviewed periodically to ensure:-
  - a. That the purposes for which we hold the data is still relevant, adequate, and up to date;
  - b. Out of date information is amended as advised by Data Subject.
  - c. Files no longer required are destroyed.
6. Archived material is securely stored and reviewed periodically as to its continued relevance.

**Under the Data Protection Act you have the following rights:-**

- a. You have a right to receive copies of your personal data held by WW ( the Charity has up to one month in which to respond). Your request must be in writing and stipulate the specific data you wish to have copied. Ask for a Subject Access Request (SAR) Form from the Clerk to Trustees (who will need to confirm your identity).
- b. A right to object to processing of your personal data which is likely cause you damage or distress ;
- c. A right to prevent processing for direct marketing (Note: **WW DO NOT** undertake this type of processing);
- d. A right to object to decisions being taken by automated means (**WW DO NOT** undertake this type of processing);
- e. A right, in certain circumstances, to have inaccurate personal data rectified blocked, erased or destroyed;
- f. A right to claim compensation for damages caused by a breach of DPA;

You have a right to complain direct to the Supervising Authority; contact The Information Commissioner’s Office, telephone 0303 123 1113, or visit the website above.

If a Breach of Data Security is suspected or occurs the Clerk to Trustees should be notified immediately. If serious the ICO will be informed and appropriate action taken.

**Please sign, date and return this Notice as soon as possible to:**

Carole Sharp  
Trustee  
The Charity of William Williams  
2 Alfred Street  
Blandford Forum  
Dorset  
Tel: (01258) 454717

**“I /we have read and understood the contents of this Notice regarding the processing of my/our Personal Data by The Charity of William Williams and have no objection to the processing being undertaken by that Charity as described herein.**

**I/we sign this Notice in the full knowledge that this does not affect my /our rights under the EU General Data Protection regulations of 25<sup>th</sup> May 2018 and UK Data Protection Bill 2017.”**

Data Subject Signature(s): .....

Name(s) in Print: .....

Date: .....