

General Privacy statement

What is this statement about?

Richard Watts Charities is committed to protecting your privacy. This statement explains when, how and why we collect information about you, how we use it, the circumstances in which we may disclose it to others and the way we work to keep your information safe and secure. In compiling this statement, Richard Watts Charities has considered the Data Protection Act 1998, the General Data Protection Regulation 2016 and the Privacy and Electronic Communication Regulations 2003.

Who are we, how you can contact us and other useful contacts

Richard Watts Charities are a registered charity in England and Wales number 212828. Our registered office is at the address below. Richard Watts Charities are registered with the Information Commissioners Office with the registration reference Z3413240.

You can raise any queries about this statement by contacting our Data Protection Officer,

Jane Rose at:-
Richard Watts Charities
Admin Office
Watts Almshouses
Maidstone Road

Tel: 01634 823114
jane.rose@richardwatts.org.uk

You can find further information on data protection and privacy by following the links below:

ico.org.uk
gov.uk

What information do we collect about you?

The information we collect will vary depending on reason for our interaction with you but may include your name, postal address, phone number, email address, date of birth, next of kin, medical history, personal financial income & expenditure xxx

Why we collect information about you

We collect information so that we may:

- provide you with the grant/service(s) you have requested
- comply with our administrative duties, financial regulations and the law

How do we collect information about you?

We may collect and store information about you whenever you interact with us including for example when you apply to us to receive any of our services, when you apply to work for or volunteer with us, when you make a donation to us or otherwise give us any other personal information.

Before we collect any data from anyone under 18 years of age we will always ask them to obtain the permission of their parent or guardian.

How do we use your information?

We may use your information to:

- fulfil your request to receive a grant/service from us or to provide you with any requested information
- process and verify any financial transactions arising from

- record and process any interaction we have with you
- process any job or volunteering role application
- comply with our administrative duties, financial regulations and the law

We fully understand and accept the fact that when you provide us your information you expect us to keep it safely and may not want us to share it with other organisations.

- We will never sell or rent your information
- We will treat your information as confidential and only share it with, for example:
 - Your family, next of kin, friends or associates who act on your behalf
 - employees who provide you with a service
 - medical professionals in the event of a medical emergency or if you are unwell
 - the Police, courts or any other regulatory authority

How we look after your information

We take the security of your information seriously and are bound by law to ensure your information is kept safely. We will use all reasonable efforts to do this. In the unlikely event that our processes do not meet our high standards we will tell you immediately. When we collect information, we will only collect what we need and keep it to a minimum. We will adhere to our internal policies and will abide by laws and the recommendations of regulatory bodies such as the Information Commissioners Office and the Charity Commission. See the links above.

We will take appropriate physical, electronic and managerial measures to ensure that we keep your information secure and we will only keep it as long as is reasonable and necessary.

Using our website

You may browse our website without disclosing any information to us.

If you visit our website and provide information about yourself via an application form, we will treat that information in confidence

Job applications and volunteering opportunities

If you apply for a job or volunteering opportunity with us we will collect information to assess your suitability for the role. We will only use the information you give us to process your application and to monitor recruitment statistics and undertake relevant checks.

Richard Watts Charities will put together a file about your employment or volunteering role which will be kept secure, used only for matters that apply directly to your role with us and kept after your role with us has ended in accordance with our record retention policy. You can contact us to find out more about this.

Your rights and choices

Current legislation gives you the right to see all the personal information we hold on you, the right to have it amended and the right to stop us causing you damage or distress (we hope we never do).

If you want to see the information we hold on you then you can send a request to the Data Protection Officer at the address above..

April 2018.