

## **Privacy Notice**

The Earls Colne and Halstead Educational Charity School respects your privacy and is committed to complying with the relevant data protection legislation. This notice covers the way in which the Charity use and protects personal information that applicants, employees and Trustees may provide us with.

### **Personal Information**

Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

We process personal data to deliver our service; but wherever possible, the data that we process will be anonymised, pseudonymised or de-personalised. This means the information can no longer identify a person.

The Charity does not use any automated decision making or sell personal data to any other organisation.

### **What information do we collect from you?**

**Applicants** – name, date of birth, contact details, time spent within the Charity's area of benefit, details of schools/educational institutions attended, details of courses, other relevant information pertaining to your application.

**Employees (Clerk to the Trustees)** – name, contact details, employment history, references, NI number, bank details, employment contract information, performance records and contributions made at meetings as recorded in minutes.

**Trustees** – name, contact details, date of birth, photographs of you, declaration of interests which includes details of other trustee and company involvement, your attendance at meeting, contributions made at meetings as recorded in minutes and any other personal data provided by you for a specific purpose.

### **How we collect this information**

The Charity receives and stores personal information provided by applicants, employees and Trustees, supplied to us in writing, via email or via the telephone, when applying or enquiring for a grant, employment or Trustee opportunities.

We may also receive information about you from third parties who refers you to the Charity.

### **Why we collect this information and how we use it**

We use information about you to manage the Charity and fulfil its constitutional requirements.

**Applicants** – we use your information to communicate with you, assess your eligibility for grants and make grant payments.

**Employees** – we use your information to ensure your suitability for the role of Clerk, training requirements, your safety and wellbeing, to fulfil your employment contract and to enable you to be paid.

**Trustees** – we collect your information to fulfil our governance responsibilities as a charity. We also hold your information, with your consent, which includes emailing/posting correspondence, photos for use on the website/in print to promote the Charity and identity documents as required by our financial accountants and investment portfolio managers.

We may also use personal information internally for administrative tasks and operational reviews. The Charity also uses information to complete meeting papers, minutes, annual accounts and Charity Commission reports.

### **Lawful basis for processing personal information**

We collect and use personal information in the following circumstances:

- Where you have given your information as part of an application, you will have consented to the Charity processing your information
- Where it is required by law
- Where it is necessary for employment purposes
- Where it is necessary for archiving public interest material, research, or statistical purposes

Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please contact the Charity using the details below. However, if we do not have your consent to process and store your information, we will not be able to assess your eligibility for a grant or present your application to the Board of Trustees to approve an award.

### **Who might we share your information with?**

**Applicants** - The Charity will share personal details of applicants internally with employees and Trustees. Personal information is also shared with our financial accountant for the purpose of audit.

**Employees** – The Charity will share your personal information with our accountants for payroll tasks to be completed and with our bank for expenses to be paid. With consent, the Clerk's address will also be used as the contact address for the Charity.

**Trustees** – The Charity may share personal information between staff, including Trustees, who need the data to carry out their duties in supporting the Charity. Some data is only shared with your explicit consent (for example your contact telephone number). Relevant information is shared with the Charity Commission, accountants/auditors, lawyers and investment portfolio managers.

### **How long do we keep hold of your information?**

We will only keep your personal data as long as necessary for the purpose(s) for which it was collected, and in accordance with our constitution and Data Protection Policy. Data will be securely destroyed when no longer required.

## **How information is stored and protecting your information**

We are committed to ensuring that all personal information is stored securely and confidentially. We have put in place physical, electronic and organisational controls to safeguard information that we collect and store. This includes:

- Encryption which allows information to be hidden so that it cannot be read without a password.
- Controlling access to systems.
- Training for staff to ensure they are aware of how to handle information, keep it safe and how to report any loss of information.
- Secure facilities for storing information.
- Pseudonymisation or de-personalisation of information for reporting purposes.

Once information is no longer required it will be destroyed.

## **How can I access the information you hold about me?**

You may request details of personal information which we hold about you from the Data Protection Officer. If any information that we are holding on you is incorrect, please notify us as soon as possible using the contact details below, and we will amend your information.

If you have a concern about the way we are collecting or using your personal data, please raise your concerns with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113 or online at: <https://ico.org.uk/concerns/>

## **Data Controller / Data Protection Officer:**

The Earls Colne and Halstead Educational Charity  
Address: 4 Mill Chase, Halstead, Essex CO9 2DQ  
Email: [earlscolnehalstead.edcharity@yahoo.co.uk](mailto:earlscolnehalstead.edcharity@yahoo.co.uk)  
Tel: 07539 489477

## **Cookies**

We do not use cookies on this website that collect information about what other websites you visit (often referred to as privacy intrusive cookies).

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these files as you wish.