

## **DATA PRIVACY NOTICE**

### **The Williamson Children's Trust**



#### **1. Your personal data – what is it?**

The following are examples of your personal data:

- Name
- Date of Birth
- Address
- Details of your family/carers/home where you live
- Contact details for yourself

The processing of personal data as governed by the General Data Protection Regulation (the 'GDPR').

#### **2. Who are we?**

The Williamson Children's Trust (WCT) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

WCT will do the following to make sure it meets the requirements of the GDPR Law:

- It will keep your personal data up to date.
- It will store your data safely and securely.
- It will destroy your data safely and securely.
- We will only collect the data we need to.
- We will make sure only authorised people have access to your data.

We use your personal data for the following purposes and only for these purposes:

- To help us to provide a service for the benefit of children, young people and adults accessing grants from WCT.
- To occasionally contact you in the future to see how you are doing.
- To occasionally inform you of news, events, activities and services relating to WCT.

#### **4. What is the legal basis for processing your personal data?**

- So that we can keep you informed about news, events, activities, services and information relevant to you.
- Processing is necessary for carrying out legal obligations under charity, trust and company law.

#### **5. Sharing your personal data**

**Your personal data will be treated as strictly confidential and we will not share your data with third parties without your consent.**

#### **6. How long do we keep your personal data?**

We will keep your data only as long as you have a relationship with WCT or for as long as we need to legally keep records in accordance with charity, company law and funder's terms and conditions. Once this period has passed, we will then securely dispose of all data relating to you.

#### **Your rights and your personal data.**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which WCT holds about you.
- The right to request that WCT corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for WCT to retain such data.
- The right to withdraw your consent to the processing at any time
- You can ask for your data to be sent to another data controller, but there are guidelines around this, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- You can complain to The Information Commissioner's Office. (ICO)

## 7. **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this before we do anything. We will always ask you about doing this where necessary.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Project Manager, Fiona Maudsley at WCT email [hello@wiliamsonchildrenstrust.org.uk](mailto:hello@wiliamsonchildrenstrust.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.