



## **WESTMINSTER AMALGAMATED CHARITY**

### **PRIVACY POLICY FOR ORGANISATIONS APPLYING FOR A GRANT**

Westminster Amalgamated Charity is a registered charity, no. 207964. The Charity makes grants to organisations and individuals for the purpose of relieving need in the City of Westminster. To enable the Trustees to make decisions regarding the award of grants, we need to collect information, including personal information, from the applicants.

This Privacy Policy explains how we use any personal information collected during the grant process which could be via our website, email or telephone call.

#### **WHAT INFORMATION DO WE COLLECT ABOUT YOU AS AN ORGANISATION APPLICANT?**

When you apply to us for a grant using our on-line application form, you will be asked to provide personal information in order for us to process your application.

The personal information we require is minimal, does not include sensitive items and is of an administrative nature. We need a contact name, telephone number, email address and postal address of the organisation. After your on-line application has been submitted we may need to contact you to discuss your application or ask for more information.

You may withdraw your application at any time after submission. This can be done by contacting the Grants Administrator in writing by post, to the office address at School House, Drury Lane, London WC2B 5SU or by email to [wac@3chars.org.uk](mailto:wac@3chars.org.uk). Withdrawal of your application will render the application invalid and you will not be eligible for consideration for a grant. Any documentation relating to your application will be destroyed immediately.

#### **HOW WILL WE USE THE INFORMATION ABOUT YOU?**

The information will be collected via our on-line application form and presented to our Board of Trustees for a decision on whether or not to award a grant. Your information will not be shared with anyone other than our staff and our Trustees.

If you are a new applicant, your personal and organisation information will be kept for a maximum of five years. If you have made no further applications during this time you will be regarded as ceasing to be a beneficiary organisation of the Charity. We will then destroy any paper records and delete any digital records, recording the action in our destruction of data log. You may request that we destroy your personal and organisation data before the expiry of the five year period. In any case, we will record this action and confirm to you in writing that we have removed your information from our records.

If you are an existing beneficiary organisation, your information will be kept for a maximum of 5 years. If you cease to be a beneficiary organisation for any reason, or there is no activity on your file for five years, we will remove your information from our records and record the action in our data destruction log.

At any time you may request that your information be removed from our records.

## **YOUR RIGHTS**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information, please email us at [wac@3chars.org.uk](mailto:wac@3chars.org.uk) or write to us at Westminster Amalgamated Charity, School House, Drury Lane, London WC2B 5SU.

We will provide a copy of your information in PDF format by email or, if you do not have access to email, in paper format by post.

You may also request a copy of the information that you have given us, to be provided in a machine-readable format.

You also have the right to have your data corrected, and conditional rights to restrict us from processing your data, and to object to us processing your data. You have the right to escalate any data privacy complaints to the Information Commissioners' Office.

## **OUR WEBSITE**

Our website does not use cookies to collect information.

## **OTHER WEBSITES**

Our website contains links to other websites. This Privacy Policy only applies to our website so when you link to other websites, you should read their own Privacy Policies.

## **CHANGES TO OUR PRIVACY POLICY**

We keep our Privacy Policy under regular review and we will place any updates on our website. This Privacy Policy was last updated on 25 May 2018.