

MOTHER HUMBER MEMORIAL FUND
(Referred in this document as the Charity)
A registered charity No 225082

PRIVACY NOTICE

1. PURPOSE OF THIS NOTICE

This Privacy Notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

2. ABOUT US

The Mother Humber Memorial Fund is a registered charity, (No 225082) providing relief of hardship and distress for the residents of the City of Kingston Upon Hull. The office address is 593 Anlaby Road, Hull, HU3 6ST.

For the purpose of the Data Protection Legislation and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are registered as a data controller with the Information Commissioner's Office ("ICO") and our registration number is Z6415462. We are required under Data Protection Legislation to inform you of how we will process your personal data.

The Secretary of the Mother Humber Memorial Fund is the appointed Data Compliance Officer and contact for assisting with enquiries in relation to this Privacy Notice or our treatment of your personal data. Should you wish to contact our Data Compliance Officer you can do so using the contact details noted at paragraph 11 (Contact Us), below.

3. HOW WE MAY COLLECT YOUR PERSONAL DATA

We obtain personal data about you, for example, when:

- you or your agent apply for assistance from us by way of an award;
- you or your agent contact us to enable us to reach a decision regarding a charitable award;
- you contact us by email, telephone, post or through third parties with enquiries, complaints (etc.);
- you or your agent correspond with us as a result of an appeal or enquiry.

4. THE PERSONAL DATA WE HOLD ABOUT YOU

The information we hold about you may include the following:

- your personal data as given in our application form or in support of your application which may include your name, age, address, place of birth, telephone number, information in relation to your accommodation and financial status, family members, dependants, health information, details of contact we have had with you in relation to the provision, or the proposed provision of our services or awards, details of any services, advice or awards you have received from us, and other information you may provide in support of your application;
- information you submit to us in any correspondence and communications you have with us;
- information contained in any complaints and enquiries you make to us;
- information we may receive from other sources, such as publicly available information, or information from your agent.

5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU

If you or your agent submit an application to us for an award we will use the information submitted in the application to assess the application, contact you in relation to the application and, should your application be successful, make an award to you. By providing us with your information and signifying consent on the application form, you will be giving consent to us using any personal data contained within your application for the above purposes.

We will further use your information where necessary for our legitimate interests as follows:

- if you correspond with us using email, we may retain the content of your email messages together with your email address and our responses in order to manage your relationship with us;
- if you report a problem with our website, we may share the information that you provide us with our website developer;
- in dealing with any enquiries and requests that you sent to us;
- in responding to appeals or complaints;
- for our own audit and assurance purposes and our continuous desire to improve our services. For example, to prevent and detect fraud and misuse and to ensure that award processing is carried out by our staff and trustees to a high standard and continuously improved; and
- for our own administrative purposes. For example, keeping our business systems and records up to date.

You warrant that any information you supply to us is accurate and up to date, that you will inform us if any such information requires updating, and that if you submit a third party's details to us you have that third party's permission to do so and that you have made sure that such third party has read, and agrees to their personal data being used as described in this Privacy Notice.

We do not sell or license personal data or information about applicants to third parties. If we wish to use any personal data for any purpose not described in this Privacy Notice, we will ensure that we have obtained the relevant individual's consent.

If you refuse to provide us with certain information when requested, we may not be able to finalise awards. Alternatively, we may be unable to comply with our legal or regulatory obligations.

Data retention

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

In order to assess what retention period is appropriate for your personal data, we will take the following into consideration:

- the requirements of our charity.
- our legal obligations;
- the purposes for which we originally collected the personal data;
- the lawful grounds on which we based our processing;
- the types of personal data we have collected;
- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

We will securely delete personal data that is no longer needed for such purpose or purposes and update, archive or securely delete personal data if it goes out of date. For further information on how long we retain certain information please contact the Data Compliance Officer.

Change of purpose

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

6. DATA SHARING

We will share personal data about you with our individual trustees for the purposes of assessing any application submitted by you. We may also share personal data:

- with third parties who provide us with professional advice or who are directly involved in any enquiry or application submitted by you (including third party service providers whose goods or items are awarded as a direct result of your application to us);
- with service providers acting as processors who provide IT and system administration services;
- for insurance and auditing purposes;

- where we are legally required to do so;
- where we are required to enforce our Terms and Conditions;
- to protect our rights, property or the safety of our employees, trustees or others;
- where we have stated otherwise (e.g. on our website);
- in connection with criminal investigations, legal proceedings or prospective legal proceedings where necessary for our legitimate interests and permitted by law; and
- where necessary for our legitimate interests in establishing, exercising or defending our legal rights (including providing information to others for the purposes of fraud prevention) and permitted by law.

We may also disclose your personal data to third parties in the event that we sell or buy any assets (in which case we may disclose your personal data to the prospective seller or buyer of such assets) or if we or substantially all of our assets are acquired by, merged with or amalgamated with a third party, in which case personal data held by us about our grant applicants will be one of the transferred assets. Any such disclosure may be made where necessary for the legitimate interests of us and/or the third party in respect of the proposed transaction; however, we will not transfer your personal data to any such third party unless we are satisfied that they are able to provide an adequate level of protection in respect of such personal data.

If we provide you with an award we may publicise our involvement with you in our reports to Trustees and in other publications. We may also publish aggregated non-identifying information from time to time.

7. TRANSFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

We will not transfer the personal data we collect about you outside of the EEA unless you request us to do so.

8. DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should the personal data we hold about you change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully;
- request correction of the personal data that we hold about you;
- request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below);
- object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. We do not process your personal data for direct marketing purposes;
- request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it; and
- request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our Data Compliance Officer at info@motherhumber.org.uk or write to the address quoted at (11) below.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

10. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example in requesting charitable assistance), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection point of contact info@motherhumber.org.uk or write to the address quoted at (11) below.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose or purposes you originally agreed to. Withdrawal may result in our inability to proceed with an award.

11. CONTACT US

If you have any questions regarding this Privacy Notice or if you would like to speak to us about the manner in which we process your personal data, please email our Data Compliance Officer at info@motherhumber.org.uk or write to us c/o 593 Anlaby Road Hull HU3 6ST.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>

12. CHANGES TO THIS NOTICE

Any changes we may make to our Privacy Notice in the future will be updated on our website.

This privacy notice was last updated on 17 July 2018.