

Pulham St Mary Village Charities

Pulham St Mary Town Estate & William Pennoyer Gift for The Poor

Data Protection Policy

Information about the charities:

The Pulham St Mary Town Estate charity, which originally consisted of land and property in the village, was set up to provide financial support for the church, for the needy of the parish and for educational purposes.

The William Pennoyer Gift for the Poor charity is a trust established under the terms of William Pennoyer's will, dated 25th May 1670. This states that a sum of money should be distributed annually amongst the poor of the parish on a Sunday soon after Christmas. Any parishioner, or organisation which benefits the village, may apply for a grant from these charities. In addition, Christmas gifts are distributed to a number of senior parishioners each year.

The trustees of the charities are all Parish Councillors and meet every 3 months.

What personal information is collected:

We collect and process information that we have been given either by individuals applying for grants or others on their behalf. This will include names, addresses and additional information such as telephone numbers and email addresses as well as any other information supplied to help us make a decision on the application.

How it is used and how long is it kept for:

It is only used to help us make a decision on the application and is kept for 8 years, after which it will be destroyed.

Who it is shared with:

It is only shared with the trustees and any other third party who has a legitimate need. Eg the financial auditor.

How it is processed:

It is stored either digitally or on paper in a secure place by the clerk to the trustees.

Updating or amending:

You are entitled to update or amend the data we hold for you if you think it is inaccurate.

Your rights:

You have the right to access your data and correct it or erase it when there is no legitimate need for the charities to retain and process it. You have the right to lodge a complaint to the Information Commissioner's Office (at ico.org.uk) if you believe we have misused your personal data.