

THOMAS PARSONS CHARITY ALMSHOUSE APPLICATION FORM

Charity Commission Number: 202634

Thomas Parsons Charity provides housing for people in need over 50 years of age, not in paid employment and resident in Ely (including the area Governed by City of Ely Council, Stuntney, Chettisham, Queen Adelaide and Prickwillow). The information contained in this application form will be provided to the Charity in confidence and will not be disclosed to anyone other the Superintendent, Deputy Superintendent, the Clerk and Governors.

Applicants are advised that failure to disclose any relevant information may prejudice their application. Misleading or inaccurate information may lead to appointment being set a side at some time in the future and having to leave the almshouse.

Applicant(s) Details:

Title		Name in Full of Applicant(s)	
Address			
Post Code		Telephone	
Email		Mobile	
D.O.B		Age	
Occupation	(Past or present)		

Please list name and address of character reference (non family member):

Title		Name in Full	
Address			
Post Code		Telephone	
Email		Mobile	

Next of Kin:

Title		Name in Full	
Address			
Post Code		Telephone	
Email		Mobile	
Relationship			
Are they able to assist in cases of illness or emergency yes / no (please delete)			

Doctor:

Title		Name in Full	
Practice Name			
Address			
Post Code		Telephone	
Email		Mobile	

Solicitor:

Title		Name in Full	
Practice Name			
Address			
Post Code		Telephone	
Email		Mobile	

Thomas Parsons Charity Almshouses:

Are you willing to consider all of the properties listed below (please delete as appropriate)?

- a) Thomas Parsons Square – St Marys Street, Ely yes / no
Thomas Parsons Square is a complex of 11 adjoining ground floor one bedroom properties.
- b) Bamford House – Deacons Lane, Ely yes / no
Bamford House is a complex of 12 one bedroom properties on three floors with stairs and lift facility.
- c) Deacons Lane Bungalows – Deacons Lane, Ely yes / no
Deacons Lane Bungalows is a complex of four adjoining two bedroom ground floor bungalows.

Financial Information

To enable the Governors to assess your application, please provide the following information:

Savings and Capital

	Yourself (£)	Partner (£)
Bank Accounts		
Post Office Accounts		
Building Society Accounts		
National Savings Certificates		
Premium Bonds		
Redundancy Payment		
Cash (including monies kept at home)		
Stocks / shares / trust		

Any other capital (please give details):

		AMOUNT PER WEEK	
		Yourself	Partner
Pensions	State Retirement Pension		
	Widow's Pension / Allowance		
	Industrial Injuries Disablement Benefit		
	War Disablement Pension		
	War Widow's Pension		
	Superannuation		
	Pension from previous employer		
	Widow's pension from Late Husband (s); Employment		
	Pension Credit		
Allowance	Attendance Allowance		
	Mobility Allowance		
	Invalid Care Allowance		
	Severe Disablement Allowance		
	Disability Living Allowance		
Benefits	Incapacity Benefit		
	Income Support		
	Housing Benefit		
	Council Tax Benefit		
Other	Maintenance Received by Yourself		
	Voluntary or Charitable payments received		
	Rental Income from another property		
	Income from Trusts or Shares		

Any other income (please give details):

Present Accommodation

Do you or your partner own or share own the property in which you reside?	Yes	No
If yes, what is the estimated value of the property	£	
Do you or your partner have a mortgage on this property?	Yes	No
If yes, how much	£	
What are the intentions regarding this property if offered an Almshouse?		
If you or your partner does not own this property, who does and is this person related to either of you?		
Do you or your partner own any other properties not currently occupied by either of you?	Yes	No

Health and Social Factors

Are there any health or social factors the Governors should take into consideration when assessing the application? Please state if there are specific medical reasons to be considered. Please confirm (below) that the Governors may consult your or your partners GP (in confidence) in connection with this application.

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Our governing instrument states that residents should be of good character and so we need to ask of any criminal convictions. A conviction will not automatically exclude anyone from being considered but Governors need to be fully aware of all circumstances. Do you or your partner have any criminal convictions?

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In order to help the Governors make a decision please outline the reasons for applying for an Almshouse:

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Certification

I/we certify that the details above are correct to the best of my/our knowledge and believe and that this application is submitted in good faith. I/we confirm that I/we are able to look after myself/ourselves and live independently. I/we give permission for our GP to be consulted as outlined above. I/we accept that if I/we are appointed as a beneficiary I/we shall not be tenants. Any weekly sum I/we pay will be a maintenance contribution and not a rent.

Signed Applicant(s)

Date

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This completed form is to be forwarded to the Superintendent:

Mr. John Moore. 7 Fleet Close, Littleport, Ely, Cambridgeshire, CB6 1PG Telephone number: 07943688004

PRIVACY STATEMENT

This Privacy Statement outlines the way in which we use and disclose personal data that is provided to us. We collect information about individuals who may benefit from our financial support, our Residents, our supporters, our volunteers, our staff and Governors.

The Thomas Parsons Charity, of Ward Gethin Archer, Market Place, Ely, CB7 4QN (Charity Registered Number 202634) ('The Charity') recognises that an individual's privacy is very important, so it is equally as important to us. The Charity strives to comply with Data Protection legislation including the Data Protection Act 1998 and the General Data Protection Regulations.

Personal Data

Personal data includes any data that relates to a living individual who can be identified from that data. This may include an individual's name, address, telephone numbers and/or email address, bank details, other financial, health and background information.

This may come from potential or actual beneficiaries, employees, Residents, supporters, volunteers, Governors, or other third parties.

How we collect personal data

The Charity receives and stores personal information supplied to us in writing, via email, via the telephone, in person or online when applying, enquiring, or registering for help, employment, Governorship or volunteering opportunities or when attending events or donating money to the Charity.

We may also receive personal information from third parties, for example, a welfare officer, charity, agency or organisation who refers you to our service.

Purpose of using personal data

The Charity principally collects personal information to provide you with the services, or information you have requested. Some examples can be found below:

- You have given your consent to use the information for a specified purpose (including administrating and application for a grant or accommodation in an Almshouse);
- For internal administration, analyses, impact measurement and service reviews;
- We have a legal obligation to use your information, for example to claim Gift Aid or accounting to government and regulatory authorities;
- We are using your information in pursuit of a legitimate interest, for example:
 - o To collect money that is owed to us;
 - o To properly administer and run the Charity in order for it to make grants and offer assistance.
 - o To protect and maintain Charity property and assets;

Disclosure of Information

Your data is treated as strictly confidential and is only disclosed to parties who have a need to access it, to fulfil the charity's objectives.

The Charity may disclose personal data to other employees including the Charity Governors. We do not permit these parties to use such information for any other purposes than to perform the service instructed by us.

We may also share personal data with suppliers, known as 'data processors', to process data on our behalf, for example to deliver goods or services to grant recipients. These suppliers could include (but are not limited to) the Charity's clerk, it's property managers and/or tradesmen and contractors whose services it may employ from time to time.

We may also need to disclose your information if required to do so by law. For example, if we are legally required to provide your data to HMRC.

Consent

By providing us with your personal data you consent to the collection and use of any information you provide in accordance with the above purposes. Where we offer you services either directly or through a third-party supplier, we will ask you for permission to use and/or share your information before we proceed.

You can withdraw your consent at any time. Please contact us if you want to do so.

How long we keep your personal information

When the personal data is no longer needed it will be destroyed or permanently rendered anonymous. Examples might be that application process has been completed, volunteering, employment or trusteeship terminates. As a rule, we will hold your information for a period of up to 7 years from the end of your relationship with the Charity.

Storage and security of personal data

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Individuals have the right to request access to and rectification or deletion of their personal data or restrict processing at any point from when personal data is provided to us.

The Charity will comply with all legal obligations including GDPR when we hold your data. If you have any reason why we should amend, delete or restrict use of your data, please contact us to discuss your concern.

Contact us

- If you have any questions or comments about our privacy practices or this Privacy Statement
- If you want to make use of any of the above rights, or other rights that you may have in relation to your personal data
- If you have other questions or requests

Please contact the Charity's Clerk, John Thorogood, by telephone on 01353 66 22 03 or alternatively you can also write to us at the following address: Thomas Parsons Charity, Ward Gethin Archer, Market Place, Ely, CB7 4QN

I have read and understood this privacy statement **and** I consent to The Charity collecting and using my data for the purposes described.

Your signature: _____

Your name (block capitals): _____

Date: _____