

Thomas Parsons Charity

Ward Gethin Archer Limited

SOLICITORS | CLERKS

Tel: 01353 662203

Fax: 01353 667714

DX 41002 Ely

Registered Charity No: 202634

Archer House
Market Place
Ely
Cambridgeshire
CB7 4QN

Grant Application form

Name	
Date of Birth	
How long have you lived in the Ely area?	
Have you applied to Thomas Parsons Charity for Grants before? If yes please specify date and purpose of the grant?	Yes / No
Have you or a member of your immediate family received a grant from Thomas Parsons Charity?	Yes / No
If yes, please supply details	
Are you applying to any other Charity or organisation?	Yes / No
If yes, were you successful?	Yes / No
Please state the nature of your application.	

Any other relevant Information	
Are you in work?	
IS THE SUM REQUESTED FOR THE TOTAL COST OR A CONTRIBUTION TOWARDS THE TOTAL COST? (If for a contribution state what is the total cost and where the rest of the funding will come from?)	
WHO (e.g. how many, age range, diversity of backgrounds and needs) WILL BENEFIT AND HOW FROM THIS USE OF THE MONEY AND WHEN?	
Name of Contact	
Address to send correspondence	
Cheque payee details	
Email address	
Telephone No:	1)
	2)

Signed:

Date:

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: _____