

THOMAS PARSONS CHARITY INDIVIDUAL GRANT APPLICATION FORM

Charity Commission Number: 202634

Thomas Parsons Charity can only provide support for people suffering hardship in Ely (including the former Urban district of the City of Ely, which includes the two city parishes and the hamlets of Stuntney, Chettisham, Prickwillow and Queen Adelaide). The information contained in this application form will be provided to the Charity in confidence and will not be disclosed to anyone other than the Superintendent, the Clerk and Governors.

Please note applications will be assessed on a monthly basis.

Any grants made are provided at the Governors discretion.

Name of applicant													
Date of Birth													
Address of applicant													
Telephone Email													
How many years at this address?													
Names and ages of all residents in this household	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">Name</th> <th style="width: 20%; text-align: left;">Age</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> </tbody> </table>	Name	Age	1		2		3		4		5	
Name	Age												
1													
2													
3													
4													
5													
What help are you applying for?	Please specify and state the reason:												
Educational support													
Household goods													

		INCOME	
		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			
Local Housing Allowance			
Personal Independence Allowance			
Employment and Support Allowance			
Job Seekers Allowance			
Universal Credit			
Benefits	Incapacity Benefit		
	Income Support		
	Housing Benefit		
	Council Tax Benefit		
	Bereavement Benefit		
Other	Maintenance Received by Yourself		
	Voluntary or Charitable payments received		
	Rental Income from another property		
	Income from Trusts or Shares		

Are other members of your household (over 18yrs) in work?	Yes/no
What financial contribution do they make to the household?	
Any other relevant details	

Are you being supported in this application e.g. by social worker?	Yes/no
Please supply their contact details as we may contact them for further information	Name Email Telephone Address for correspondence
I confirm all the details above are true Applicant's signature	
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, (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, Rosie Hughes, by email at r.hughes@thomasparsonscharity.org.uk or alternatively you can also write to us at the following address: Thomas Parsons Charity, 34 Ward Way, Witchford, Ely, Cambs CB6 2JR.

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: _____