**Fakenham Charities GDPR Statement**

What data we collect?

* Names of applicant along with any family members if applicable
* Address of applicant
* Financial details along with bank statements
* Any formal referrals (e.g., social workers, educational establishments)

Where and how data is stored and who can view it?

* Paper and email applications are sent to the charities clerk for review and forwarded to the chairman of the charity. This is then passed electronically to the acting trustees for review of the application. Once the grant is dispensed the application and supporting documents are destroyed.

Consent to the use of your data.

* Upon submitting an application to Fakenham Charities, you agree for your details and supporting documents to be shared with trustees for the purpose of deciding to issue the requested grant. You are also declaring you have the permission from any individual that is mentioned in the application that their details can be shared.
* Your details would only be used within the Fakenham Charities group and will not be shared elsewhere or with any other third parties.

Your rights in relation to your personal data

* You have the right to be removed from any lists if applicable
* You can request at any time the information we hold for you
* You can ask for any history to be deleted

Fakenham Charities will comply with the GDPR principles, which require that personal data is:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. Accurate and, where necessary, kept up to date
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures