

# Richard Addison Charitable Trust

## Privacy Notice

### **Our contact details**

Contact name: Joseph Payne

Address: Town Hall, St Mary's, Isles of Scilly, TR21 0LW

Phone Number: 01720 424543

E-mail: joseph.payne@scilly.gov.uk

### **What type of information we have**

We currently collect and process the following information:

- personal identifiers and contacts (for example, name and contact details); and
- personal circumstances as detailed in specific applications.

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you when you submit an application to the Trust.

We also receive personal information indirectly from people (usually health and social care professionals) when they submit an application on behalf of someone else.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Joseph Payne at the contact details above.
- (b) We have a legitimate interest.

### **What we do with the information we have**

We use this information:

- to communicate with applicants; and
- to determine whether applications for support should be approved or rejected.

We may share information with health and social care professionals where this will help us to determine whether an application should be approved or rejected.

But we will never share special category data about you (such as information about your health) without first obtaining your explicit consent.

## **How we store your information**

Your information is securely stored within the IT systems of the Council of the Isles of Scilly.

We keep your personal information for three years after the relevant application has been submitted. We will then dispose of your information by deleting it from the IT systems.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details above if you wish to make a request.

## **How to complain**

If you are unhappy with how we have used your data, you can make a complaint by writing to Joseph Payne at the details above.

You can also complain to the ICO:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

Last reviewed: August 2024