

Shepherd Street Trust  
**Summary Data Protection Notice**

**Who we are**

We are the Shepherd Street Trust, a poverty alleviation charity (Reg. Charity No. 222922) based in Preston. Our registered address is Po Box 658, our telephone number is **01200 427625**.

**How we collect information about you**

We receive applications for charitable help for young people (under 21) living within 50 miles of Preston Town Hall. Applications sometimes do not contain enough information, so further information may be sought, and added to your application.

**How we keep your information safe**

We hold **sensitive** personal details, so we do our best to keep your information safe.

**Consent**

We regard application for help as consent to us using your information. You can withdraw this consent at any time. We will need to seek consent to hold information on beneficiaries, particularly for young people, who are not the applicant.

**How we use your information**

We simply use your information for the purpose of assessing charitable applications.

**Your personal information rights under GDPR:**

- Accessing your personal information;
- Updating and correcting your personal details;
- Removing consent;
- Restricting and objecting;
- Information disposal (the right to be forgotten);
- Information movement (the right to portability);
- Right to object;
- Right to complain.

# Shepherd Street Trust

## Data Protection Notice

Effective 25<sup>th</sup> May 2018

### 1. Who we are

We are the Shepherd Street Trust, a poverty alleviation charity (Reg. Charity No. 222922) based in Preston. We consist of a body of Trustees, who consider applications for funding, and a Secretary who manages the application process. Our registered address is PO Box 658, our telephone number is **01200 427625**. Further general information and applications forms can be obtained from the website, <http://www.shepherdstreettrust.co.uk/>

### 2. What information do we hold

The information we hold is defined by the application form, which may include, but is not limited to, doctors' reports and financial information. The latest version of this form can be found on our website or by directly contacting us.

### 3. How we collect information about you

We receive applications for charitable help for young people (under 21) living within 50 miles of Preston Town Hall. For one reason or another, applications sometimes do not contain enough information to assess the application, so further information may be sought, and added to your application. This is typically by phone, email or post.

### 4. Consent

We regard application for help as consent to us using your information. You can withdraw this consent at any time by contacting us. We will need to seek consent, where possible, to hold information on beneficiaries, particularly for young people, who are not the applicant.

### 5. How we use your information

We simply use your information for the purpose of assessing charitable applications. We do not share your information with third parties. Applications under a certain amount can be dealt with quickly by email, so a summary of the application is distributed to Trustees, without any applicant/beneficiary identification. Applications over a certain amount will be dealt with at a meeting, where the full data can be disseminated. Full disclosure within a meeting can help Trustees to declare conflicts of interest, if such arise.

### 6. How we keep your information safe

Due to the very nature of our charitable operation, we require **sensitive** personal details, so we do our best to keep your information safe. Applications, if received electronically or if digitised, are kept on encrypted hardware. Once disposed, paper copies are destroyed and electronic copies are expunged.

### 7. How long we keep your information

We keep all applications for 2 years, from the end of project. We also keep a simple applications list indefinitely, consisting of beneficiary name and address and applicant's name and contact details.

## **8. Exercising your personal information rights**

**Accessing your personal information:** you can ask us for a copy of your application (i.e. the personal information we hold), in writing by phone, or by email at [enquiries@shepherdstreettrust.co.uk](mailto:enquiries@shepherdstreettrust.co.uk)

**Updating and correcting your personal details:** you can ask us to correct your personal details where you identify that the data contains errors. We may ask you to provide evidence to support the changes you are requesting.

**Removing consent:** you can remove consent, by withdrawing an application at any time.

**Restricting and objecting:** processing an application is already a manual process.

**Information disposal (the right to be forgotten):** You may ask us to delete your personal information, which may make us unable to process an application.

**Information movement (the right to portability):** We are a small organisation and only process information in the United Kingdom.

## **9 Making a complaint**

If you have a complaint about the use of your personal information, please let us know. This will give us the opportunity to put things right as quickly as possible. If you wish to make a complaint you may do so by telephone, in writing or by email. Please be assured that all complaints received will be fully investigated.

You can also contact the Information Commissioners Office at <https://ico.org.uk>

## **10 Updates to this notice**

We will make changes to this notice from time to time, particularly when we improve the way we use your information. You can always find an up-to-date version of this notice on our website, or contact us.

17<sup>th</sup> May 2018.