

MERSEA ISLAND TRUST
DATA PRIVACY NOTICE FOR APPLICANTS

This privacy notice explains how we use your information and protect your privacy.

The Mersea Island Trust is managed by a team of trustees, and we hold certain personal information about applicants and, where applicable their dependants. Most of the information held about you and processed by the Trust will be personal data (i.e., information from which you as an individual can be identified and may therefore be subject to certain protections). For legal purposes, the trustees are known as the "data controller", as we decide the purposes for and the means by which the personal data we hold is processed.

What information we collect about you

Depending on the circumstances we may hold some or all of the following information about you:

- your name and date of birth
- your address and telephone number
- your email address
- your next of kin name, relationship, address and telephone number
- medical and other details about your health
- name and address of your doctor

How we use that information

The trustees have a legitimate interest in holding and processing the above information about you as it is needed for us to properly administer the Trust and its finances.

Personal data relating to the Trust is held on paper and on computer systems. As the "data controller", the trustees must process this information fairly and lawfully.

As part of running the Trust, we may also need to hold and process particularly sensitive information about you (known as "sensitive personal data"). This can include details relating to health, ethnic origin, religious or other similar beliefs. Except where the legislation allows it, this information cannot be processed or passed to a third party without your explicit consent.

Who we share it with?

We are not allowed to disclose personal data about you to other parties except:

- when required for contractual or legal reasons or other specifically identified purposes; or
- where you have given your consent.

However, as the trustees need help from various advisers, suppliers and other parties to properly administer the Trust, we share personal data with the following:

- the Trust's professional advisers, including the auditor, medical advisers, and lawyers
- third parties who are responsible for the day-to-day administration of the Trust on behalf of the trustees
- HM Revenue & Customs, the Borough Council and other statutory bodies – the trustees can be fined and subject to other action if it fails to provide certain information to these authorities
- NHS medical professionals

How long we keep personal data for

We must keep all personal data safe and only hold it for as long as necessary. To meet the requirements of HMRC and the Borough Council we must keep certain personal data for a minimum of 6 years. For reference purposes the trustees may want to keep some of your personal information for longer. However, we review the personal data held on a regular basis and if we conclude that it is no longer needed, then it will generally be destroyed.

Your rights

- **Right of Access** – you have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf
- **Right to Rectification** – if at any point you believe that the personal data, we hold about you is inaccurate you can ask to have it corrected
- **Right to Restrict processing** – you can require the trustees to limit the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved
- **Right to object to processing** – as we are relying on legitimate interests as a reason for processing, you can object to your personal data being processed, although the trustees can override this objection in certain circumstances
- **Withdrawing consent** – where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us. However, withdrawing your consent will not affect the processing of any personal data which took place beforehand, and it may be possible for the trustees to continue processing your personal data where this is justified
- **Right to be forgotten** – you can request that your personal data is deleted altogether, although the trustees can override this request in certain circumstances.

You should be aware that taking any of the above steps could impact your personal circumstances (e.g., medical or financial) and our ability to answer third party questions relating to you.

Information will generally be provided to you free of charge, although the trustees can charge a reasonable fee in certain circumstances.

Who to contact about your personal data?

If you wish to:

- see your personal data or to exercise any of the rights mentioned above
- request a hard copy of the data
- make a complaint about how we have handled your personal data

please contact the Chairman of Mersea Island Trust

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**.

Updates to this notice

This notice is the latest version as of April 2018. This notice will be updated from time to time, and you can see the current version at any time. Please let us know (see "Who to contact" above).