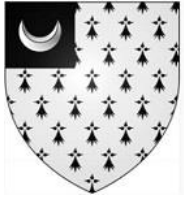


Shepton Mallet United Charities

www.alms1627.org.uk

SMUC/DPpol/103/10.24

Data Protection Policy



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1. Introduction

At Shepton Mallet United Charities, we are committed to handling the information that we are obliged to hold safely, with sensitivity and according to the law. This policy explains in more detail and is publicly available on the charity's website: <https://alms1627.org.uk/>

We are exempt from registration with the Information Commissioner's Office (ICO) but have the option to elect for registration at a future date.

2. Your privacy

The law relating to data protection is called General Data Protection Regulations (GDPR) and its main aim is to give more power to individuals. Under GDPR, information that we hold must be:

- Fairly and lawfully processed, for relevant purposes only.
- Secure and accurate. Our annual visits to our residents help to ensure that our information is up to date.
- Not kept longer than necessary. Please see the note about minutes of meetings, below.

3. Your data

We hold data on behalf of our residents (including potential residents on our waiting list), staff and Trustees. There are clear reasons for holding each item which includes sensitive information such as health issues and finances. These are known as 'lawful bases'. Please contact the charity if you would like more information in this respect: contact details below.

4. Your rights

- You can ask to see what information we hold on you. This is a formal process and a form is attached to help you: there are time scales for the service but there is no charge. This is known as a 'Subject Access Request'. Please note that the charity is not liable for Freedom of Information requests.
- You can ask that any information we hold on you should be updated if it is inaccurate or out of date.
- You can ask that your data is completely deleted. Please keep in mind that this option may not be appropriate for current residents. Minutes of meetings are carefully worded to avoid identifying individuals where possible: minutes are a historical record and can't be updated.
- You can ask for the information we hold to be provided to you in a form that you can choose to share with a third party, perhaps with a new landlord if you move away from us.
- Under new legislation introduced in 2024, you are also able to request information on the condition of the property you live in.

You can read more about data protection, GDPR and the services of the ICO on their website: details overleaf.



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5. Contact details

Clerk to Trustees:

Mrs Gill Baker

gillybaker2010@hotmail.co.uk

Fir Tree House, Coxley, Wells, BA5 1QZ

MRC or 'Member with Responsibility for Data Protection'

Chair of Trustees, Mr P G H Davies

Mr Paul Davies

pghdavies@yahoo.co.uk Bowermead House, Whitstone Hill,

Pilton, BA4 4DT

Office of the Data Protection Commissioner, Wycliff House, Water Lane, Wilmslow, Cheshire SK9 5AF

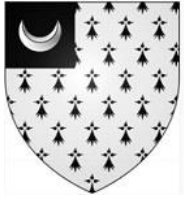
• Tel: 0303 123 1113

• Email: mail@dataprotection.gov.uk

• Web: <https://ico.org.uk/>

This policy will be reviewed every two years by the Trustee Board.

Last updated: November 2024



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Subject Access Request form

Your name:		Your address:	
Telephone number/s:		Email address:	
What information you would like to see	Information on you as an individual/on your property (please delete as necessary)		
Your reason for asking for your data (optional):			
Anything else you would like to add:			
Signed:		Date:	
Shepton Mallet Charities will attempt to deal with your request promptly but reserves the right to up to one month. If more time is needed to gather the information, we will keep you informed.			

Please return this form to either:

Clerk to Trustees:

gillybaker2010@hotmail.co.uk

Fir Tree House, Coxley, Wells, BA5 1QZ

Chair of Trustees (MRC):

pghd Davies@yahoo.co.uk

Bowermead House, Whitstone Hill, Pilton, BA4 4DT

For office use only

Date received		Date acknowledged	
Deadline for return		Date data returned	
Policy version number		Notes	