



Data Protection and Privacy Policy

Date of Policy: October 2023

Policy Review: Every two years at the AGM or when anything changes

Your privacy is important to us and we are committed to safeguarding the privacy of grant applicants; this privacy statement sets out how we will handle your personal information.

The processing of personal data is regulated by the Data Protection Act 1998, and, from 25th May 2018, by the General Data Protection Regulation. Any requests for access to or queries or concerns about information held about you by the Tod Support should be made in writing to the Trustees of the Todmorden Emergency Support Trust, c/o 5 Top o Th Hill Road, Todmorden, OL14 6QA (Todmorden War Memorial Trust Registered Charity 219673 and Abraham Ormerod Trust Registered Charity 252036).

This legislation places certain obligations on us to protect the personal data that we collect from you and to process it only for specified purposes.

Who we are

For the purposes of the 1998 Act the Data Controller is the Todmorden Emergency Support Trust, an independent charitable organisation who operated on behalf of the Todmorden War Memorial Trust and Abraham Ormerod Trust to distribute funds to the poor, sick and needy of Todmorden

How we collect information from you

We only collect information that is necessary for us to carry out the operation of the Trust and its main activity of grant giving.

We obtain personal information about you when you contact us to enquire about the Trust's activities and when you submit a grant application. The personal information we collect may include your name, your telephone number, address (postal and email) and some personal circumstances.

How we use your information

We may use your information to contact you regarding queries raised on your grant application form and to process your grant application.

We will not share your personal information with third parties unless we are required to do so by law, for example by a court order or for the purposes of prevention of fraud or other crime.

Personal Data Security

We comply with our obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Personal data will not be kept longer than is necessary for the purpose for which it was obtained.

Your personal data will not be shared with the grant decision making board, only the information which is required to confirm if you are eligible to receive the grant under the Trusts Criteria (Appendix A)

Data Collecting and Sharing

TES case workers may be required to collect more data on a client for audit purposes, these case records will be stored in a secure archive for the time stipulated in the Trusts data retention policy. This information will not be shared without a legal reason to do so.

Although all the data collected by the caseworkers will be processed it will not all be shared with the delivery group. Trustees can request to review the case notes for a client, but this must be done with the consent of all Trustee’s with a legal basis for the request.

Privacy Statement Update

We keep our Privacy Policy under regular review and may update this Privacy Statement from time-to-time. To obtain the latest version of our Privacy Policy please email tesinfo999@gmail.com or call 0782 395 6161

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information about you held by the Todmorden Emergency Support Trust. To make a subject access request for your personal information, or if you have any questions about this Privacy Notice, please contact the Tod Support by post Tod Support, c/o 5 Top o Th Hill Road, Todmorden, OL14 6QA or by email info@todsupport.org.uk or call 0782 395 6161.

If you have any concerns with the collection and use of your personal data, please contact the Tod Support in the first instance. If you are not satisfied with the way in which we have handled your complaint you can raise your concern with the Information Commissioners Office at <https://ico.org.uk/concerns/>

Appendix A – Grant Criteria

The criteria for accessing the Trusts support:

1. The client must live within Todmorden town boundaries
2. The client has health issues or is in need
3. The client must be prepared to supply information required to assess level of support needed and where appropriate accept a home visit

A need is regarded as the lack of an essential item that would improve the quality of an individual's or family's life.

This could range from help with food and energy costs to a cooker or home essentials, a school uniform to a bed or baby's cot.

Needs will differ from individual to individual and each case is considered in terms of what difference the support provided by Tod Support would make. The Trust can also provide support for individuals and families with long term health conditions.

The funds cannot be allocated for the payment of debts or fines