

TOM AMOS CHARITY

PRIVACY POLICY

The Tom Amos Charity complies with the General Data Protection Regulations coming into force on 25th May 2018.

- 1 Personal data provided with grant applications is only used to process grant awards.
- 2 Grant applicants have the right to request access to personal data held by the Tom Amos Charity.
- 3 Grant applicants are requested to give consent for data storage and use in section 13 of the grant application form.
- 4 Grant applicants have the right to withdraw consent at any time except for the tax jurisdiction information that must be stored for 6 years to comply with Common Reporting Standards (2016) requirements.
- 5 Grant applicants have the right to rectification of data held by the Tom Amos Charity if it is known to be incorrect.
- 6 Personal data provided by a grant applicant is solely and securely stored by the Tom Amos Charity in electronic and hard copy media prior to grant awards being made.
- 7 Personal data will be deleted once a grant application has been finally considered by the Trustees apart from that tax jurisdiction information that is required for storage for 6 years by the Common Reporting Standards (2016) requirements.
- 8 No personal data from grant applicants is passed on to any third party for processing and/or further use.
- 9 Personal tax jurisdiction information provided by grant applicants will be processed according to the Common Reporting Standards (2016) requirements.

- 10 Tax jurisdiction information for successful individual grant applicants will be stored for 6 years as required by the Common Reporting Standards (2016) at two different hard copy locations.
- 11 Tax jurisdiction information for unsuccessful individual grant applicants will be immediately deleted.
- 12 No tax jurisdiction information is required for entities/organisations registered with the Charity Commission.
- 13 Tax jurisdiction information for entities/organisations who are successful grant applicants and are not registered with the Charity Commission will be stored for 6 years at two different hard copy locations and the information transferred to the HMRC if they declare they are not tax registered in the UK as required by the Common Reporting Standards (2016).
- 14 Tax jurisdiction information for entities/organisations who are unsuccessful grant applicants and not registered with the Charity Commission will be immediately deleted.
- 15 The Data Controller will arrange an annual internal audit of data held by the Tom Amos Charity to ensure that it is being processed according to the procedures outlined in this policy.