

## Privacy Notice

### 1. Who We Are

**The Almondsbury Charity**  
(Registered Charity Number: 202263)

The Almondsbury Charity exists to support individuals and organisations within the Parish of Almondsbury, as defined by the 1881 parish boundaries. The charity provides financial grants to help promote the welfare and well-being of the local community.

We are committed to protecting your personal data and your privacy. This notice explains how we collect, use, and protect your information.

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### 2. What Information We Collect

We may collect and process the following personal data:

- **Identity Data:** Full name, date of birth
- **Contact Data:** Address, email, phone number
- **Financial Data:** Bank details (if receiving a grant)
- **Application Data:** Information submitted in grant or support applications
- **Communication Data:** Correspondence and enquiry records

We do not collect or process special category data (e.g., health, religion, ethnicity) unless explicitly provided and necessary for a legitimate purpose (such as hardship assessments).

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### 3. How We Collect Your Information

We collect your personal data directly when you:

- Apply for a grant or support
- Contact us via email, phone, or our website

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### 4. Why We Use Your Information

We use your data to:

- Process and assess grant or support applications
  - Fulfil our legal and regulatory obligations (e.g., reporting to the Charity Commission)
  - Communicate with you about our activities
  - Maintain financial records
  - Respond to enquiries
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## 5. Legal Basis for Processing

Under the UK GDPR, we rely on the following lawful bases:

- **Consent** – Where you have given clear permission
- **Legal obligation** – For compliance with charity and financial laws
- **Legitimate interests** – For the general running of the charity (e.g., processing grant applications or sending updates)

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## 6. Sharing Your Information

We will only share your personal data where necessary, including:

- With trusted third parties who provide services on our behalf (e.g. accountants providers), under data processing agreements
- With regulators (e.g., Charity Commission or HMRC) when required
- When legally required to do so (e.g., fraud prevention)

We do **not** sell or trade your data.

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## 7. Data Storage and Security

Your data is stored securely, whether in electronic or paper format. We take appropriate technical and organisational measures to protect your personal data from unauthorised access, loss, or misuse.

We retain your data only as long as necessary:

- Grant-related records: up to 7 years (for audit and legal purposes)
- General enquiries: up to 1 year

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## 8. Your Rights

Under the UK GDPR, you have the right to:

- Access your personal data
- Request correction or deletion of data
- Object to or restrict processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk>

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Our contact details:

Email: [Almondsbury202263@gmail.com](mailto:Almondsbury202263@gmail.com)

Phone: 01454 430138

Address: 154 Ellan Hay Road, Bristol BS32 0HF