

Data Protection Statement: The Charity of Henry Trotter

The Charity of Henry Trotter (the Charity) processes personal data for the purpose of assessing and making a decision about your application for assistance according to the Charity's aims, which are the promotion of education in the Parishes of Graveley or Toseland, Cambridgeshire, and the relief of poverty and the payment of parish running costs in the Parish of Graveley, Cambridgeshire.

The joint Controllers of your personal data are the Trustees of the Charity of Henry Trotter. The Trustees can be contacted by e-mailing bursar@jesus.cam.ac.uk.

The legal basis for processing your personal data is that it is necessary in order for us to carry out our public duty as Trustees by assessing and making a decision on your application. Data collected comprises your name, address and telephone numbers, your date of birth, details of the amount that you are claiming and the reason that you are claiming it. Where relevant, the Charity also requires the names, dates of birth and schools of your children.

Once your application has been discussed and considered by the Trustees at their next meeting and their decision made known to you, your application (letter or form) will be retained for 6 years. Supporting paperwork enclosed with the application letter or form will be held for 1 year and then destroyed. After 6 years the remaining documents will be reviewed by the College Archivist and may be retained for historical purposes.

Data will be held securely by Jesus College Cambridge on behalf of the Trustees. Trustees may also keep copies for their own reference, which will be deleted or destroyed as soon as practicable after the meeting and decision.

You have the following statutory rights:

- to ask us for access to, rectification or erasure of your data;
- to restrict processing (pending correction or deletion);
- to object to communications or direct marketing; and
- to transfer your data electronically to a third party (data portability).

Up-to-date details of individual Trustees and other details about the Charity of Henry Trotter can be found on the Charity Commission website <http://beta.charitycommission.gov.uk/charity-details/?subid=0®id=1025864>.

If you have any questions about our processing of your personal data or your statutory rights, please contact the Bursar of Jesus College, who is a Trustee of the Charity bursar@jesus.cam.ac.uk. You also have the right to complain to the Information Commissioner's Office if you are not satisfied <https://ico.org.uk/concerns/>.