

Eve Brook Scholarship Fund Data Protection Policy

October 2024

The Eve Brook Scholarship Fund collects and holds personal data for communicating with its beneficiaries; communicating with its supporters and donors by newsletter and emails; administering its annual fundraising events; on setting up Standing Order forms and reclaiming Gift Aid on subscriptions and donations.

The data that the Eve Brook Scholarship Fund holds is:

Title

Name

Address

Telephone number

Email address

Gift Aid declarations

Standing Order forms which include bank details

The Eve Brook Scholarship Fund will never share or sell such data to a third party.

The data is held by the Charity's Trustee and Treasurer and is in a secure manner on computers which have security applications running.

The Fund's data is deleted once the Fund has been notified that a person no longer wishes to receive communications from the Scholarship Fund.

Beneficiaries and supporters can request access to the data that the Fund holds about them, and ask for rectification of any of the data, by a written application to the Trustee and Treasurer.

The Trustees are responsible for the implementation of this policy.

Breach Action Plan

If a breach is suspected it should be reported to The Trustee and Treasurer

The date and cause of the breach must first be established, including details of the data lost and the names of the subjects.

If necessary a forensic investigation of the computer concerned will be undertaken.

If necessary the Information Commissioner's Office will be informed.