

JOSEPH RANK BENEVOLENT FUND

Privacy Policy

At Joseph Rank Benevolent Fund we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about our beneficiaries, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

By applying to Joseph Rank Benevolent Fund, you're agreeing that you are happy for us to use your information as described by this Policy.

Any questions regarding this Policy and our privacy practices should be sent in writing to The Clerk to the Trustees, Joseph Rank Benevolent Fund, Artlink Centre, 87 Princes Avenue, Hull, HU5 3QP. Alternatively, you can telephone 01482 225542.

Who are we?

Joseph Rank Benevolent Fund is a charity that supports Hull pensioners and people nearing retirement age who are on a low income. Joseph Rank Benevolent Fund is registered charity number 225318 our address is: Artlink Centre, 87 Princes Avenue, Hull, HU5 3QP.

How do we collect information from you?

We obtain information about you when you complete an Application Form to join the Fund. The information is gathered when you or the Clerk to the Trustees complete the Application Form over the phone or via email or when you are interviewed by the Clerk to the Trustees.

What type of information is collected from you?

The personal information we collect includes your name, address, telephone number, email address, date of birth, National Insurance number and information regarding your working career, health and family circumstances. We also request details of your Next of Kin. If you are accepted to join the Fund we will also hold your nominated bank account details.

How is your information used?

We may use your information to:

- Verify your identity in the first instance and confirm your level of income
- Process quarterly payments from our bank to yours.
- Notify you of changes to our payments e.g. if an additional discretionary payment is made
- Confirm that you still wish to receive our charitable gift.
- Contact your nominated Next of Kin if we are unable to contact you.
- Ensure we are providing you with a good service by understanding how people use our service and interact with our website.

We are legally required to hold some types of information to fulfil our statutory obligations. If you wish to withdraw consent for us to hold your data please contact the Clerk to the Trustees. We will hold your personal information on our systems for up to six years after you have left us.

Who has access to your information?

We will not sell or rent your information to third parties for any purpose.

Your bank details are held by Weatherbys Bank and ourselves only.

How you can access and update your information

The accuracy of your information is important to us. If you wish to review and correct the information that we hold about you please get in touch. In the meantime, if you change your address, phone number or email address, or any of the other information you think we hold is inaccurate or out of date please get in touch in writing to The Clerk to the Trustees, Joseph Rank Benevolent Fund, Artlink Centre, 87 Princes Avenue, Hull, HU5 3QP.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as bank details) is held in password protected files stored in the cloud and locked away securely. Once we receive your information, we make our best effort to ensure its security on our systems. These systems are reviewed regularly by the Trustees.

Complaints

If you have any questions or complaints. Please get in touch with The Clerk to the Trustees, Joseph Rank Benevolent Fund, Artlink Centre, 87 Princes Avenue, Hull, HU5 3QP. Tel: 01482 225542

Review of this Policy

We keep this Policy under regular review. Last reviewed by Trustees June 2021 No changes. This Policy was updated in March 2024 A copy of the updated policy circulated to all beneficiaries in April 2024.