

# Leavers Coulson Trust

## Data Protection Code of Practice

This code of practice is informed and guided by the following seven key principles Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR),

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

### Funding applications

When applications are received by the administrator, either by email or post, they will be:

- Stored securely.
- Trustees will delete or destroy applications each year following the autumn trustee's meeting.
- The administrator will retain applications for two years, and then delete or destroy them.
- Information about applicants and grants may be retained electronically for record and statistical purposes, but with minimum personal detail.

### Donor and supporter database and records

The trust will maintain a record of names and contact details of donors and supporters enabling the trust to develop and promote the objects of the trust, and for no other reason.

- Such information will not be shared with others unless we are under a statutory duty of disclosure.

### Trustee records

The trust will maintain a record of names and contact details of trustees and volunteers, enabling us to maintain contact, and for purposes relating to duties under the Charity Commission rules.

### Transparency

The trust is committed to communicating our principles and practices of data collection, use and storage.