

PHILIPS ELECTRONICS PENSIONERS BENEVOLENT ASSOCIATION

PRIVACY POLICY

From time to time, we may need to update this policy. The latest version will always be available on the PEPA website.

In the following, Philips Electronics Pensioners Benevolent Association is referred to by its abbreviation PEPBA.

Introduction

PEPBA's Privacy Policy is organised under seven General Data Protection Regulation (GDPR) principles.

1. Lawfulness, fairness, and transparency

As a registered charity aiming to provide financial assistance to its applicants, it is necessary for PEPBA to keep records of those applicants, including personal data such as names and contact details. On applying to PEPBA, each applicant completes an application form to provide the personal data necessary for PEPBA to assess the applicant's need. This is received by the Almoner, and is treated as strictly confidential.

PEPBA's Almoner will provide an applicant with a full account of the personal information we hold for them, should they require it.

2. Purpose limitation

Applicants' personal data is stored and maintained solely to meet the published aims and objectives of PEPBA. It is not shared with any other organisation or company.

3. Data minimisation

The applicant information PEPBA holds is at a level necessary and sufficient for PEPBA to address the needs of the applicant. Any specific item of personal data will be removed at an applicant's request.

4. Accuracy

Applicant data is created from information provided by them when they make an application to PEPBA. Subsequent updates to the data, such as a change to a postal or email address, will be made at the request of the applicant.

5. Storage limitation

When an applicant's case is complete, all records apart from those kept by the Almoner are securely destroyed. The Almoner then keeps these records for a further 7 years, after which these records are securely destroyed.

The Almoner also keeps a summarised list of all applicants and if successful records the amount given and if they have applied to any other charity.

6. Integrity and confidentiality

PEPBA's Almoner controls and maintains PEPBA's applicant records, and changes to the data are made by no other person.

The data is kept securely on a personal computer, in password-protected form. A copy of the records is provided to the Committee members when an applicant's case is being discussed. Whenever data is transferred, it is encrypted.

7. Accountability

The scale and nature of PEPBA's operation means that there is no statutory requirement for a Data Protection Officer to be appointed. The person responsible for ensuring that PEPBA discharges its obligations under the GDPR is PEPBA's Almoner.