



The UDR Benevolent Fund Privacy Statement

The UDR Benevolent Fund will adhere to the principles governing the processing of personal data as stated in the General Data Protection Regulation May 2018.

While administering benevolence The UDR Benevolent Fund will require beneficiaries to provide personal information.

The nature of the personal information will depend on the type of benevolent intervention requested. However, in all circumstances the Benevolent Fund (acting as Data Controller or Data Processor) will adhere to the following principles.

- **The personal information will only be used for the purposes as agreed with the individual**
- **The Benevolent Fund will only request personal information which is relevant to the individual's enquiry**
- **The personal information recorded will be accurate and where necessary will be kept up to date**
- **Personal information will be retained as follows prior to destruction:**

Benevolent Grant application requests/ supporting documentation / decisions – maintained on a secure database managed and held by SSAFA (acting as Data Controller) on behalf of the Armed Services' charity sector – up to 7 years

Apartment allocation request – processed by the Veterans Welfare Service NI (acting as Data Processor) - paper/ electronic – 3 years

General Correspondence – paper/ electronic – 5 years

- **No personal information will be shared with 3rd parties without the expressed consent of the individual, and the 3rd Party must adhere to the General Data Protection Regulations May 2018**
- **An individual can request a copy of all information being retained by completing a Data Protection Access Request form available from the address below.**
- **An individual can request that records be amended / updated**
- **An individual can request that all records be removed. If removal is requested the individual will be advised whether this course of action will impact on the Benevolent Fund's ability to assess further requests for assistance.**

Holding Information

- 1. The Benevolent Fund will only hold personal data for the purpose that it has been provided**
- 2. Shall be processed fairly and lawfully and shall not be processed unless specific conditions are met.**
- 3. Shall be obtained only for one or more of the purposes specified in the Act and shall not be processed in any manner incompatible with that purpose or those purposes.**
- 4. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.**
- 5. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.**

Contact details

All correspondence relating to Data Protection, including requests for copies of the personal information we may hold, the amendment or removal of data should be sent to:

The Secretary

UDR Benevolent Fund

Room 40

Building 121

Palace Barracks

Hollywood

Co. Down

BT18 9RA

Tel: 028 90 421245

Email: udrbenfundsec@outlook.com

We will not disclose your personal information to anyone else without your express permission to do so, unless we believe we should do so by law.

Further Information

Further information and advice about data protection is available from:

The Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF Tel: +44(0)01625 545 745 <http://www.dataprotection.gov.uk/>