

Privacy Statement

Kettering Charities (Fuel Grants)

Why we collect information about you

Kettering Charities offer a one off payment to residents of Kettering and Barton Seagrave to help towards winter fuel costs. Payments are made in December of each year. Applications are invited from widows, widowers or single persons in receipt of a State Pension and who live alone. **Your income must not exceed £300 per week to qualify (ignoring any income from disability living allowance, attendance allowance or war widows pension)**. Your data is collected and processed by Kettering Town Council in order to administer your application on behalf of Kettering Charities (Registered Charity No 207698). Kettering Charities and Kettering Town Council are joint Data Controllers.

How will we use the information we hold about you?

We will assess the information you provide, together with additional information we gather, to determine whether you are eligible for a Fuel Grant. The categories of information we collect are:

- Name and Address/Age
- Contact details (telephone number and email address)
- Status
- Financial information including savings; investments; income; benefit payments
- Bank account details

What is the basis for us to process your data?

Legitimate Interests of the Trust and Third Parties – the processing is necessary for the Trust's legitimate interest in assessing grant applications, the management of grants awarded as a charitable grant-making organisation, including the maintenance of a historical archive. Where we share limited personal data to raise awareness of funding opportunities or knowledge sharing this is necessary for the legitimate interests of both the Trust and the recipients in facilitating project funding and collaboration opportunities.

Compliance with a Legal Obligation – to ensure the Trust complies with relevant laws such as its reporting obligations to the Charity Commission.

Who we will share your information with

The information you provide may be shared with:

- The relevant staff employed by Kettering Town Council to process your application
- The Trustees

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under Data Protection legislation, for example there is a public interest to do so such as the prevention and/ or detection of crime. This could include the need to disclose sensitive or confidential information such as medical details to other organisations. We may share information that is given to us with other organisations that inspect or handle public funds to prevent and detect fraud including:

- Department for Works and Pensions
- HM Revenues and Customs
- National Audit Office
- Cabinet Office
- The Police
- Other Local Authorities

Other ways we may use your details

We may also use your information to contact third parties to verify information you have provided, or gather further information to complete the assessment of your application.

How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy statement will be retained for 6 years after the application has been made.

Database of historical applications

All information will be held securely and will be securely destroyed when it is no longer required.

For further information:

For details regarding your rights under Data Protection law or how to make a complaint if you think we have mishandled your personal information, please visit: <https://www.ketteringtowncouncil.gov.uk/local-council-privacy-and-cookie.html>