

# West Riding Masonic Charities Ltd (WRMCL).

Registered Charity number 212073, Company number 00399211

## Data Protection Act: Client Consent Form

In order to provide a service and/or assistance, WRMCL will need to record your details. These details may contain your personal data and sensitive personal data, as set out in the General Data Protection Regulations and Data Protection Act 2018 (referred to in this document as 'Data'). To comply with these regulations we must tell you how we use this data and ask for your permission.

By signing this form you are providing your permission for WRMCL to process your data for the purposes below. For further information please see the Fair Collection Statement accompanying this form.

### Permission to record and store your data:

We are required by law to ask for your permission to record and store your data. Your data will be stored in a shared electronic format accessed by The Province of Yorkshire West Riding (PYWR) and West Riding Masonic Charities Ltd (WRMCL).

For record keeping and audit purposes, paper copies of your data may also be stored securely at the Province of Yorkshire West Riding Provincial Office.

### Permission to share your data with other service providers:

Please be assured, everything you tell us will be treated with the utmost confidentiality and will only be disclosed to third parties where absolutely necessary.

If you give consent below, you are agreeing that the PYWR and WRMCL may share your data with third parties, exclusively for the purposes of providing an agreed service and/or assistance. If you do not give your consent we regret we will be unable to provide assistance :

Yes - I/We give my/our consent to PYWR and WRMCL recording personal data and sensitive personal data about me/us and for storing and/or sharing it with third parties for the purposes of providing an agreed service and/or assistance.

No - I/We do not give my/our consent to PYWR or WRMCL recording personal data and sensitive personal data about me/us or sharing it with other providers.

Name(s) :

Address 1:

Address 2:  Postcode:

Client Signature:  Date:

#### WRMCL Definition of a Client:

*Any individual directly or indirectly requesting West Riding Masonic Charities Limited (WRMCL) to provide a service and/or assistance.*

# West Riding Masonic Charities Limited

## Fair Data Collection Statement (to be retained by Client)

West Riding Masonic Charities Limited (WRMCL) is a company limited by guarantee incorporated in England & Wales (No: 00399211) and registered with the Charity Commission for England & Wales (No: 212073). This statement explains how WRMCL will use the data you provide to us when making an enquiry, applying for support and during the time we assist you with a grant or service.

### How we collect information

We will collect your information during contact with you, including via telephone, email, written correspondence and face to face conversations. We will also collect information through:

- Our Application Forms, supporting documentation and specific requests for supplementary information.
- Written and electronic reports from WRMCL/MCF Care and Support Officers or other relevant health or social care professionals if relevant to your application.
- Through other application processes that may be in place from time to time.

A third party (such as the Province of Yorkshire, West Riding's Almoner structure) may gather and verify personal information on our behalf as part of the application process. We take appropriate steps to ensure that any information you provide is protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

### What we collect

The information we collect will depend on what you are asking us to do. It will include:

- Contact details, including your email address and telephone number.
- Details of the Masonic Membership which qualifies you to apply.
- Details of your enquiry or request and relevant supporting information.
- Information about your financial circumstances and other relevant details we need to consider your enquiry or application and to provide the service and/or support you have requested.

### Why we collect it

- To advise you about making an application.
- To assess your eligibility for support; including checking records held by United Grand Lodge of England to verify the Masonic Membership which qualifies you to apply.
- To signpost you to other charities and organisations including government departments and agencies that we believe may be able to assist you.
- To facilitate the provision of charitable support.
- To maintain a record of our work and any support you may receive.

You are under no obligation to provide the data we request and/or may withdraw your consent for us to use it at any time. If you choose not to provide the data requested or to withdraw your consent for processing, then we may be unable to consider your request for assistance or to continue to provide support.

### Why we are able to use it

We are able to process your data because you have provided your consent for us to do so and because it is in your legitimate interest for us to answer your enquiry, consider your request for support and to provide you with support.

If you choose to withdraw your consent, then processing carried out whilst the consent was in place will still be considered lawful.

### Children under 18

We do not directly provide services to children under the age of 18.

In order to process an enquiry, application or grant we may need to collect personal data for a child under 18. We will only collect and process data for a child under 18 where it is in their legitimate interest to process the data and/or we have the consent of the parent/guardian.

### How long we keep it

- Data will be retained for as long as it is required to deal with your enquiry, consider your application and/or provide support and in accordance with our statutory obligations.
- Records relating to an enquiry which does not lead to an application or support are deleted or destroyed five years after completion of the enquiry.
- Records relating to an unsuccessful application, including details of any linked enquiry made prior to the application, are deleted or destroyed five years after the date of the decision.
- Records relating to successful applications, including details of any linked enquiry made prior to the application, are deleted or destroyed five years after the final grant payment.
- Records relating to support which is provided without an application, including details of any linked enquiry, are deleted or destroyed five years after the completion of the support.

### **Who we share it with**

Some or all of the information you provide to us may be shared with other associated Masonic Charities if we believe that one or more may be able to assist you and/or to facilitate payments following the award of a grant.

If you request mobility equipment or aids, we may need to work with a third party supplier to assess, supply and maintain items appropriate to your needs.

If you request home improvements/adaptations we may need to work with a third party supplier to assess, supply, install and maintain items appropriate to your needs.

We will not sell, distribute or release your information to third parties, other than those specified, unless we have your permission or are required to do so by law.

### **How we keep it safe**

The information you provide to us will be kept securely to ensure no unauthorised access or disclosure occurs. Your information will be securely destroyed when no longer required.

### **Automated decision making**

We do not use automated decision making. Each request is individually considered based on its own merits.

### **Accessing and correcting your information**

You have the right to:

- See the data we hold about you.
- Request the erasure or correction of the data we hold about you.
- Object to us processing your data.
- Obtain a copy of your data so you can use it for a different service.

You can ask us to do any of the above by contacting us using the 'Contact Us' details below. We will deal with all requests promptly.

### **Your right to complain**

You have the right to be confident that we will handle your personal information responsibly and in line with good practice.

If you have a concern about the way we are handling your information then you can complain to the Information Commissioner's Office. Telephone: 0303 123 1113.

### **Contact Us**

If you require clarification or further information on any part of this Fair Collection Statement, please contact:

Data Protection Lead  
West Riding Masonic Charities Limited  
20 Castle Grove Drive  
Leeds  
West Yorkshire  
LS6 4BR

Email: [dataprotection@wrml.co.uk](mailto:dataprotection@wrml.co.uk)