



Ottery Feoffee Charity

Privacy Notice

1. The Ottery Feoffee Charity may collect and process the following information about your application:
 - Personal identifiers, contacts, and characteristics (for example, name and contact details)
 - Medical Information
 - Financial Information
2. The personal information processed is provided to us directly by the applicant for Ottery Feoffee Charity to be able to offer appropriate accommodation and meet the objectives of the charity.
3. The lawful basis that we rely on for processing this information is that the Ottery Feoffee Charity has a legitimate interest.
4. Your information is securely stored by the Clerk or Trustees in a locked file or securely in an electronic cloud storage with restricted access.
5. We keep interview information for a reasonable period. We will dispose of your information by deleting it if stored electronically or by confidential shredding if on paper.

If you require any further information, please contact our Data Protection Manager, Tina Collins (Clerk to the Trustees) either by:

E-mail: clerk.feoffee.osm@gmail.com

Phone: 07865 098 253

Post: 2 Royal Oak, Bude, EX23 9NP.