



Charitable Incorporated Organisation - Registered Charity Number: 1157787

Principal Office: 10 Fairfield Road • Market Harborough • LE16 9QQ • T: 01858 419128

Email: admin@mhbcharity.co.uk • www.mhbcharity.co.uk

PRIVACY NOTICE

This privacy notice tells you what to expect us to do with your personal information.

1. What information we collect, use, and why

1.1. We collect or use the following information to comply with legal requirements:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Health and safety information

2. We also collect or use the following information to comply with legal requirements:

- Health information

3. We collect or use the following information for the processing of grant applications:

- Names and contact details
- Date of birth
- Photographs or video recordings
- Identification documents
- Information relating to compliments or complaints
- Customer or client accounts and records
- Records of consent, where appropriate

4. We also collect or use the following information for the processing of grant applications:

- Health information

5. Lawful basis: Our lawful basis for collecting or using personal information for legal requirements are:

- Consent
- Legitimate interest: Allows us to make decisions about awarding grants to individuals etc.
- Vital interests

6. Our lawful basis for collecting or using personal information for Processing of grant applications are:

- Consent
- Legitimate interest: Allows us to make decisions about awarding grants to individuals etc.

7. Where we get personal information from

- People directly

8. How long we keep information: We keep records in line with our records retention policy, outlined below:

- 8.1. This policy is to enable Market Harborough & The Bowdens Charity to manage records effectively and to comply with any relevant legislation/regulation. The Charity collects, holds, stores and creates data and information and this policy is the framework for retention and disposal of information and documents.
- 8.2. The Charity is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 8.3. The Charity therefore will only hold data as long as current legislation/regulations suggests we do so. For financial information, for example, that is likely to be seven years.
- 8.4. Some data may be kept for longer, where it may have future historic significance, or is needed to be retained for specific purposes.
- 8.5. Individual personal data held for the purposes of grant giving, will after 12 months be summarised to name, date of grant and details of nature of grant, and be held for a maximum of five years, to allow proof of purchase if needed by beneficiary and to monitor grant giving.
- 8.6. Individual personal data held for the purposes of Education grants will be held for the length the individual is in education. If this is less than five years, in the period up to five years it will be held in summary as name, date of grants and what it was for.
- 8.7. Records of grants to organisations will be kept for five years, to allow the charity to monitor grant giving over time to different sectors of society.

9. Your data protection rights: Under data protection law, you have rights including:

- 9.1. Your right of access - You have the right to ask us for copies of your personal data.
- 9.2. Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- 9.3. Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.
- 9.4. Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- 9.5. Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- 9.6. Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- 9.7. Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

10. You don't usually need to pay a fee to exercise your rights.

If you make a request, we have one calendar month to respond to you. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

11. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice. We will acknowledge your complaint within 30 days. In line with our complaints policy we will endeavor to resolve your complaint in a timely manner and keep you informed. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

12. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated
28th May 2026