



## Privacy and Confidentiality Statement

**The Trustees of the Cameron Fund are committed to safeguarding the privacy of data relating to beneficiaries, individual donors and members. Please read this statement to understand how the personal data that may be collected about you will be stored and transmitted.**

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- We will only hold and retain information about you which is specifically needed to enable us to process applications, maintain records and process financial transactions. We will only hold that information once we have received your consent.
- We will only share information about you with another organisation when we have received your consent or that of your legal executor except where we need to provide information to a Government agency such as H.M. Revenue & Customs in order to comply with legal or regulatory requirements
- We will not use the data we hold about you for any other purpose than that for which it is specifically required
- If we find any of the information that we have about you is not correct, we will amend it as a matter of urgency.
- We will only hold information about you as long as we need it or as long as we are required to hold it to comply with legal requirements.
- When we no longer need information about you, it will be securely destroyed.
- If you wish to see information that we hold about you, we will respond to a written request with evidence of identification within twenty one days of receipt by providing paper copies of all documents. *If we estimate that the number of copies exceeds fifty A4 sheets, we will ask you to pay a fee of £10 in advance.*





- Where a request to see information about you is made by a third party, e.g. an accountant or solicitor, we will also need to have your consent that we supply information to that party in writing
- Where a request for information includes data about another person over the age of eighteen, e.g. the dependant of a beneficiary, we will need that other person's consent in writing with evidence of identification
- Both electronic and paper personal data is stored securely and electronic data is backed up daily. Personal data is only transmitted electronically using a secure method. When data sticks or portable computers are used to transport files containing personal data, they are never left unattended.
- We verify with our suppliers and contractors, who may indirectly have access to personal data in the course of their work, that their information systems are secure and that all their staff will treat any information that they see as private and confidential and that information will not be divulged to any other person or organisation.
- For the purposes of the Data Protection Act 1998, the Data Controller is the Cameron Fund Ltd and any request for information or correspondence under the Act should be addressed in the first instance to the Chief Executive.

**The Registration no. of the Cameron Fund with the Information Commissioner is: Z4661076.**

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