

# THE ORGANISTS CHARITABLE TRUST

Registered Charity No. 225326

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

Any person wishing to contact the Organists Charitable Trust concerning the General Data Protection Regulations should contact the Administrator as currently listed on the website  
The Charity Commission

### Introduction:

- The Organists Charitable Trust (OCT) has no premises but operates from the private addresses of those Trustees who hold office as Chairman, Administrator and Treasurer. The permanent accommodation address of the Charity is 26 Fitzroy Square, London W1T 6BT.
- The Charity exists for the purpose of offering financial support to organists and their dependents who for whatever reason are unable to make financial provision for themselves. It is also empowered to make funds available to support organists in education.

### General Information

- New approaches to the Trust are in general unsolicited. The Trustees deem that since the names and contact details have been supplied voluntarily, and the purpose of the approach is to solicit money from the charity, those writing to the Trust have given their consent for a reply to be made using any of the contact details provided by the enquirer.
- General hard copy correspondence, financial information and other paperwork is held in files for a period of approximately ten years at the end of which it is reviewed. Most is disposed of by means of shredding. Any items which for whatever reason may be deemed to have longer term significance will be retained for a further period.
- Most routine enquiries and general correspondence is dealt with by email. Computer hard disks are destroyed when the lifetime of the computer has been reached.
- The OCT does not maintain any databases or spreadsheets containing names and addresses or any other personal information of people with whom the Trust is in contact.
- The OCT does not divulge or pass on the names or addresses of applicants, organists or other individuals to any third party or other body or outside organisation.

### Financial

- The OCT does not use electronic or internet banking. All payments are made by cheque, and all receipts into the Fund are made by cheque, standing order or BACS transfer.
- No financial details are transferred onto any database or stored electronically other than for the purpose of producing the annual accounts..

## **Applications**

- Applications are requested to be sent as hard copy through the post.
- For the proper purposes of running the charity, and to meet the obligations required by the Charity Commission in terms of establishing the case of need, the Trustees are obliged to ask detailed questions related to the financial background and provision of the Applicant. The confidential nature of such information is acknowledged and is safeguarded by the Trustees. No information from application forms, whether personal in terms of name and address or financial in terms of circumstance, is copied, transferred or entered onto a database or any other record.
- When an application is under consideration at a meeting each Trustee is provided with a photocopy of the application form. The Trustees consider this a requirement so that each is fully appraised of the circumstances regarding the application. The photocopies are destroyed after the meeting. Only the original is kept, in order that a proper record is maintained (as required by the Charity Commission) not just of the decisions made by the Trustees but also the detailed financial information that was provided to them by the applicant, and on which the case of need was established.
- Each application form, together with supporting references, is kept in a file at the personal address of the Grants Officer for a period of approximately ten years, after which it is destroyed. In the case of ongoing commitments, where the Trustees make regular or occasional grants, the ten year period is timed from after the final grant was paid.
- Trustees are expected to respect the confidentiality of the information that they see, and not to discuss applicants, or the details and circumstances of any particular application, other than at meetings or in private between themselves.

May 2018