

# **Guild of Benevolence of the IMarEST**

## **Privacy Policy**

This privacy policy sets out how Guild of Benevolence ('the Guild') uses and protects any information that you give to the Guild. This Privacy Policy explains our data processing practices, how we comply with the General Data Protection Regulation 2018 and your options regarding the way in which your personal information is used.

## **Who We Are**

The Guild of Benevolence of the Institute of Marine Engineering, Science and Technology ('IMarEST') is an independent registered charity in England and Wales (charity number 208727) that provides assistance to those in need within the marine community and their dependants worldwide. The Guild's webpages are part of the IMarEST's website at [www.imarest.org/guild](http://www.imarest.org/guild).

The Guild is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this policy. The Guild may change this policy from time to time by updating this statement. You should check this statement from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

## **How we collect information**

Data is collected from various sources, including but not limited to:

- information arising from the completion of application forms
- requests from individuals for assistance
- information received from Maritime Charities and Constituent Members of the Merchant Navy Welfare Board.

## **The information we collect**

Only personal information that we actually require is collected. The Data we collect includes but is not limited to:

- name and contact information
- other information relevant to the service requested

## **How we use this information**

- Your personal information is only used with your knowledge
- Your personal information is only seen by those who need it to provide the service you request
- We will not pass your personal information on to any other voluntary, charitable organisations or relevant statutory agencies without your agreement unless required to do so by law

- Personal information is retained only for as long as it is required but may be retained so that any future applications for assistance may be speedily processed.
- We will endeavour to keep your personal information up to date
- Your personal information will be protected from unauthorised or accidental disclosure
- We will provide you with a copy of your personal information on request
- Inaccurate or misleading data will be corrected as soon as possible
- These principles apply whether we hold your personal information on paper or in electronic form.

## **How We Share Your Information**

Information about you is held on our databases. The data generated may be used for follow up assistance, statistical and research purposes. If information is used for the latter two purposes, it will be used in such a manner that your anonymity is guaranteed on an external basis. Internally, all our Trustees, employees and any agencies mentioned above are obliged to respect the confidentiality of your information.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Controlling your personal information**

In addition to that stated in how we use your information we will not sell, distribute or lease your personal information to third parties.

We will never keep your information longer than is necessary for the purposes which the information was provided. It is retained only for as long as it is required but maybe retained so that any future applications may be speedily processed and on our legal obligations.

After it is no longer necessary for us to retain your personal information, we will dispose of it in a secure manner according to our data retention and deletion policies.

## **Your Rights**

You may request details of personal information which we hold about you under the General Data Protection Regulation 2018. If you would like a copy of the information we hold on you please write to the Guild of Benevolence, 1 Birdcage Walk, London SW1H 9JJ8, or telephone 0207 382 2644 or by email at [guild@imarest.org](mailto:guild@imarest.org) .

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.