

the ON Organ Fund



Registered Charity No. 289160

Your Privacy

Any person wishing to contact the On Organ Fund concerning the General Data Protection Regulations should contact the Fund Administrator as currently listed on the website of The Charity Commission.

Introduction:

The On Organ Fund (OOF) has no premises or permanent office but operates from the private addresses of those who hold office as Chairman, Administrator and Treasurer.

The Charity exists for the sole purpose of making grants to churches towards the cost of work associated with the provision or maintenance of pipe organs. The Fund therefore deals with churches rather than people, though of necessity it is an individual acting on behalf of a church who contacts the OOF to make an enquiry or submit an application.

Application Forms

The only personal information required on the application form is the name, address and contact details (telephone and email) of the applicant.

For applications submitted prior to the introduction of GDPR in May 2018 the Trustees deem that, since the names and contact details have been supplied voluntarily, and the purpose of the application is to solicit money from the charity, those supplying the information have done so in the expectation that the information given will be used to reply and establish contact with the church.

In May 2018 the application form was amended so that the signatory now has to give positive assent to the use of the information provided.

Financial

The OOF does not currently use electronic or internet banking.

All OOF payments are made by cheque, and all payments into the Fund are made by cheque, standing order or BACS transfer.

Other than the cost of the project and a declaration of the sum raised to date towards that total, the only financial information required on the application form is the name of the account to which, in the event of a grant being awarded, the cheque should be made payable. The form states specifically that the sort code and account number are not required.

Bankers Orders, which contain the name and address of the donor plus the donor's bank and the name of the account (together with the account number and sort code), are currently held in paper form only. Two copies are retained. One is held by the Treasurer for the maintenance of a proper record of the financial affairs of the Fund as required by the Charity Commission; the second is retained by the Administrator in order that the Trustees can fulfil their undertaking to send annually to all regular donors a copy of the Trustees' Annual Report (which contains a list of all grants made during that year).

Gift Aid: The Treasurer records the name, address and postcode of those who have signed a declaration authorising the OOF to reclaim tax paid on the donation which has been made. A database record is kept of names, amounts paid and date received, as this information is subsequently required by HMRC for the purpose of making claims for tax rebated.

Apart from the above, no personal financial details are transferred onto any database or stored electronically.

The names and addresses of donors are transferred onto a database held by the Administrator for the purpose of printing address labels for the annual mailing.

Retention of held information

Applications may be submitted either as hard copy through the post, by email or online. When an application form is received, the only personal information transferred onto a database is the name and postal address of the applicant. This is used for the subsequent printing of personalised letter headings and address labels for correspondence.

The OOF does not divulge or pass on the names and addresses of applicants or organists to any third party or other body or organisation.

Application forms submitted as hard copy, together with any supporting papers and photographs, are kept in individually labelled document wallet files. The files are kept at the domestic address of the Administrator for a period of approximately ten years, at the end of which they are removed and discarded. The first page of each application form (containing names and contact details) is shredded. The remaining information, relating to the organ in question is deemed to fall outside the provisions of GDPR and is disposed of by general re-cycling of waste. Applications from the early years of the charity were passed to the Library of the Royal College of Organists where they currently remain. This arrangement was later discontinued, and it is possible that in due course these folders will be removed from the Library and professionally disposed of.

General hard copy correspondence, financial information and other paperwork is held 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.

Routine enquiries, general correspondence and applications submitted online or by email are dealt with by email on the personal computer of the Administrator, with records kept in computer folders. Computer hard disks are destroyed when the lifetime of the computer has been reached.