



## **General Data Protection Regulation 2018**

### **Consent**

#### **Permission to store and process your data**

To process your application we will ask you for certain information that may include personal and sensitive data (as defined by the Data Protection Act 1998).

To comply with new legislation known as the General Data Protection Regulation (2018) we must ask for your permission to store and process your personal and sensitive information, and explain how we do this.

**I give my consent to the Gloucestershire Community Nurses Fund to record personal and sensitive information about me.**

**I give my consent to the Gloucestershire Community Nurses Fund to contact me if further information is required.**

**I understand that I can withdraw my consent at any time by notifying Gloucestershire Community Nurses Fund.**

**I confirm that I have received the General Data Protection Regulations information sheet.**

**Applicant’s Signature.....**

**Applicants Full Name.....**

**Date.....**

Please sign and return this page

## General Data Protection Regulation 2018 Information Sheet

### **What is personal and sensitive data?**

Personal data is information which can be used to identify you. This includes your name, date of birth, address, telephone number, national insurance number etc.

Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, criminal offences and/or convictions.

### **Where will you process and store my information?**

Your application will be held as a paper record; Gloucestershire Community Nurses Fund does not hold any electronic records. Your application will be seen only by the trustees of the charity. Photocopies of your application may be circulated to the trustees for their consideration but will be collected and destroyed immediately following the board meeting at which your application is discussed. The original application will be retained securely for seven years.

When your application is received, a code number is allocated. It is the code number only that is recorded in any discussion regarding your application; your personal details will not appear in Board meeting minutes or in any other written records.

### **How will you use my information?**

Your information is used solely to enable the trustees to reach a decision regarding your grant application. Gloucestershire Community Nurses Fund does not share the information that you have provided with any other individual, organisation or agency.

### **What is a Data Controller?**

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example, they are responsible for making sure that the information held about you is accurate and that it is kept secure. For the purposes of the General Data Protection Regulations the trustees of Gloucestershire Community Nurses Fund are Data Controllers in common.

### **What does *Data Controller in common* mean?**

This means that all of the trustees of the Gloucestershire Community Nurses Fund are responsible for handling your information in accordance with the law when they are considering your application.

### **Can I withdraw my consent?**

Yes. If you decide that you do not wish to proceed with your application then the form will be destroyed securely. If you do not wish your record to be retained for seven years then all papers relating to your application will be destroyed securely. However, Gloucestershire Community Nurses Fund has the right to keep a record of your application for audit and reporting purposes.

To withdraw your consent, please put your request in writing to:

**Mrs June Harbott**  
**Secretary, GCNF**  
**Acers**  
**9 Glebe Close**  
**Frampton-on-Severn**  
**Gloucestershire**  
**GL2 7EL**

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Please retain this information sheet for your own records