

BAFUNCS Benevolent Fund Policy



Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Click on the following link: <https://bafuncs.org/contact-the-bafuncs-benevolent-fund/>

What information we collect, use, and why

The object of the BAFUNCS Benevolent Fund (BBF) is to relieve in case of need, hardship or distress persons who are former employees of the United Nations Organisation or of its Specialised Agencies and the spouses, widows, widowers and other dependants of such persons. In order to fulfil this purpose we may collect or use the following information:

- Names and contact details
- Addresses
- Date of birth
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about work, home and living conditions
- Information about support requirements
- Record of meetings and decisions
- Information about income and financial needs for funding or personal budget support
- Payment details (including card or bank information for transfers and direct debits)

Health information is “special category” information that we collect or use in order to fulfil the object of the BBF. This information is subject to additional protection due to its sensitive nature.

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK General Data Protection Regulation (GDPR). You can find out more about lawful bases on the website of the [Information Commissioner’s Office](#) (ICO).

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website.

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you wish to exercise any of the above rights contact the BBF using the link above under 'Contact details'. If you make a request, we must respond to you without undue delay and in any event within one month.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to fulfil the purpose of the Benevolent Fund are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - This information pertains to applications for financial assistance made to the Benevolent Fund. Identifying information is necessary to enable communication with the applicant. To be able to make a judgment about whether to provide financial assistance, the Fund's trustees also require information about a person’s situation, needs and financial status. This can include health and disability information and an explanation of why costs cannot be met from other sources.
 - There is a legal obligation to process the data.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Where we get personal information from

- Directly from you
- Publicly available sources

If an application is made on your behalf, then from:

- Family members or carers
- Social services
- Charities or voluntary sector organisations

How long we keep information

We will keep your personal data for as long as it is needed in accordance with the Data Retention Policy. Personal data that is no longer needed is securely disposed of and/or anonymised so you can no longer be identified from it.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

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The BBF is a data controller for the purposes of the GDPR and as such its details are held by the Information Commissioner's Office (ICO) as a Data Controller. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Review and related policies

This Notice and the related Data Protection Policy and Data Retention Policy and their implementation shall be reviewed annually.