

## **Footwear Friends Privacy Notice**

## Who we are and how we use your personal information

Footwear Friends (The Footwear Benevolent Society) (registered charity number 222117) is dedicated to relieve, in cases of need, hardship or distress, persons who are or have been engaged in the footwear trade, their widows, widowers and other dependants.

At Footwear Friends (The Footwear Benevolent Society) we take our commitment in maintaining the privacy and security of your personal data extremely serious, ensuring that we meet all data protection requirements. We do not pass on any of the information that you have given us to any third parties unless we have your written consent to do so.

## What we collect and why

Footwear Friends (The Footwear Benevolent Society) will only collect the personal data that is absolutely necessary to process you application for assistance. When you apply for assistance your data will be stored on our Beneficiary Database.

We will not continue to hold any of your data any longer than is required by law and audit purpose. This data will be deleted from our system after seven years.

## **Accessing your information**

You are entitled to view, amend, or delete the personal information that we hold. To view, amend or delete your personal data please email

info@footwearfriends.org.uk