

## READING DISPENSARY TRUST

16 Wokingham Road  
Reading  
RG6 1JQ

Telephone: 0118 926 5698

Web: [www.readingdispensarytrust.org.uk](http://www.readingdispensarytrust.org.uk)  
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### CONSENT TO INFORMATION SHARING AND DATA PROTECTION

Reading Dispensary Trust will hold successful applications for one full financial year after they have been received. All medical information will be destroyed and no record of this will be kept on the database. All unsuccessful applications will be destroyed within a month of the meeting at which they are discussed. We will hold a record of all applicant's names and addresses, grant given (amount) or declined, for what goods, the organisation who made the application on your behalf for 5 years, so that if further applications are made in that time we are aware of your funding history with RDT and are able to compile statistics relating to our grant-making.

Information regarding your application will be shared for the following purposes:

- To ensure that all those involved in the grant application process, including Trustees, Organisations applying on client's behalf and other funders are aware of funding offered and with what conditions.
- To facilitate administration of grant given

It is important that your written permission is gained so that agencies are aware you are in agreement. All information gained will be treated in strict confidence.

Reading Dispensary Trust may have to share your information with other funders such as Berkshire Nurses and Relief in Sickness Trust if the application relates to a joint/conditional application. Please sign if you are making a joint application and are happy for information to be shared with other charities you have applied to.

Signature ..... Date .....

We also ask for your consent to share information with the organisation who has made the application on your behalf. If goods are to be purchased on your behalf, your information will be shared with C Supplies Ltd.

You have a right to remove, delete or amend the data we hold on you at any time and can do this by contacting The Clerk, Reading Dispensary Trust, 16 Wokingham Road, Reading RG6 5AP Tel: 0118 926 5698 or by e.mail: [theclerk@readingdispensarytrust.org.uk](mailto:theclerk@readingdispensarytrust.org.uk)

I ..... hereby give consent for Reading Dispensary Trust to share, store and be given information by any relevant agencies involved in my grant application.

Signature ..... Date .....

Reading Dispensary Trust - Charity No: 203943 Office hours: Tues & Thurs 8.30am – 12.30pm