

Daisie Rich Trust

PRIVACY NOTICE

This privacy notice sets out how the Daisie Rich Trust uses and protects any information that you provide to us. Should we ask you to provide certain information by which you, or others, can be identified, you can be assured that it will only be used in accordance with this privacy statement.

We keep our privacy notice under regular review – please check from time to time to ensure that you are happy with any changes. This was last updated on 25 May 2018.

Who we are

Under the General Data Protection Regulation (effective May 2018), the Data Controller is the Daisie Rich Trust and all contact details can be found at the end of this notice.

What information do we collect about you?

Funding applicants – you may have included personal information within a grant application. We may collect the following:

- ❖ name
- ❖ contact details, including address, telephone number and email address
- ❖ job title
- ❖ other information, only where relevant to an application for funding

Business Suppliers and Professionals – you may have provided personal information in general written correspondence, invoices or emails, and we may collect the following:

- ❖ name
- ❖ contact details, including address, telephone number and email address
- ❖ job title

How will we use the information about you?

Funding applicants - we may collect and process this information for certain legitimate business interests, which may include: for the purposes of assessing your application for funding; managing and monitoring any grant awarded; internal record-keeping and other related administrative purposes.

Business Suppliers and Professionals – we may collect and use this information for the purposes of undertaking our business operations and to fulfil our contractual obligations with you.

We will only use your personal information for the purposes for which it was given. We will not keep it longer than necessary - information relating to grant applications may be retained for up to 10 years after your relationship with us ends, and that of our Business Suppliers and Professionals for 5 years after the relationship ends, after which it will be securely destroyed.

Your information will not be shared with third parties, unless you have previously been informed, except to comply with a legal duty.

We also process personal data about our Trustees and employees and this data is subject to our internal privacy policies.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

Website security

Our website may contain links to other websites of interest. This privacy statement only applies to our website so if you link to other websites you should read their own privacy statements.

Your rights

The Data Protection Act 1998 affords you certain rights and these are listed below for your convenience:

- You have the right to request a copy of the information that we hold about you. Please email or write to us using the contact details given below.
- You have a right to object to processing that is likely to cause, or is causing you damage or distress.
- You have a right to request that we erase your personal data – please note that there may be circumstances where we are legally obliged to retain it.
- You have a right to prevent processing for direct marketing: we confirm we do not engage in direct marketing.
- You have a right to object to decisions being taken by automated means; we confirm that decisions are not made using an automated process.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate. If you wish to raise a complaint about how we have handled your personal data, you can contact us to have the matter investigated. If you are not satisfied with our response, you have the right to lodge a complaint with the Office of the Information Commissioner – contact details given below.

For full details please see our Data Protection Policy which can be viewed on our website, or alternatively a copy can be provided upon request.

Our contact details:

Daisie Rich Trust

Address: The Hawthorns, School Lane, Arreton, Isle of Wight PO30 3AD

Telephone number: 07866 449855

Email address: daisierich@yahoo.co.uk

Website: www.daisierichtrust.org.uk

Charity Registration number: 236706

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact us. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113 (local rate) or +44 1625 545 745