**Privacy policy**

**Please read this policy carefully to understand how we collect, use and store your personal data.**

The Privacy and Confidentiality Statements below describe how we will treat the personal information you provide to us during the application process and throughout the life of the grant and all other information you provide during the application process.

**Introduction**

The Alec Dickson Trust (ADT) is a registered charity in England and Wales (1076900). At ADT we take your privacy very seriously and are committed to protecting your personal information.

This privacy policy explains how we, the Alec Dickson Trust, may collect and use the information you give us.

If you have any questions regarding our Privacy Policy, please write to:

The Data Protection Officer

The Alec Dickson Trust
CSV

The Levy Centre

18-24 Lower Clapton Road

London

E5 0PD

Email: alecdicksontrust@gmail.com

**This policy includes:**

* Where and how we collect information
* Where we collect information from
* What personal information we collect
* How we will use your personal information
* Children’s data
* How we keep your data safe and who has access to it
* How we keep your information up to date
* Your right to your information
* Changes to this policy
* Our confidentiality statement

**Where and how we collect information**

The Alec Dickson Trust may collect information in the following ways:

* **When you give us information directly:** You may provide your details to us when you make an application for funding, or when you send us a query.
* **When your information is available from other public sources:** We may collect details about your project from the public domain, such as from social networks, company websites, and news archives. We will only collect this data in order to help us to make an informed decision as to whether to fund your project, but we promise that we won’t keep it longer than is reasonably necessary.
* **What categories of personal information we collect**

The type and quantity of information we collect and how we use it is as follows:

* Your name
* Your contact details (full address, email address and phone number)
* Your date of birth

**How we will use your personal information**

We will use your personal information in a number of ways, including for the following purposes:

* To provide you with the services or information you have requested such as administering your donation.
* To maintain our organisational records in order for us to be able to administer your donation, and remind you of your upcoming reporting requirements
* To help us improve our services, or information-offering
* To analyse and improve the operation of our website

We always want you to get the most out of our website, so if you do experience any issues with our online forms we may follow up with you to find out how our team can best support you with any problems experienced.

You will be asked to ensure that before you make any application to the Alec Dickson Trust that you have read the above and are happy with its contents before submitting an application to us.

**Children’s data**

As a youth focused organisation, we appreciate that our applicants are of all ages. Where appropriate and possible, we will always ask for consent from a parent or guardian to collect information about their children (under 18’s).

**How we keep your data safe and who has access to it**

We always ensure only authorised personnel (for example ADT Trustees) have access to your information, and that they are appropriately trained to manage your data.

Despite all of our precautions, no data transmission over the internet can be guaranteed to be 100% secure. So, while we strive to protect your personal information, we cannot guarantee the security of any information you disclose to us online, and you must understand that you do so at your own risk.

**Who we share your personal data with**

We do not and will not ever share your information with any third party suppliers or contractors.

We may legally be required to disclose your details if required to by the police or for regulatory reasons. We will only ever share your data in other circumstances if we have your consent to do so.

**How we keep your information up to date**

Where possible, we will try to keep your information up to date with the information you choose to give us. We do not pay for software nor will we ask you to regularly update your information with us, as we feel that we only need to store your personal information for as long as is necessary to process your grant.

**How long we keep your information for**

We will hold your personal information on our systems for as long as is necessary for the relevant activity, for example we will keep a record of any grants you have received from us for at least seven years.

Where you contribute material to us, for example by sending an application for funding to us, we will generally only keep your content for as long as is reasonably required for the purpose(s) for which it was submitted, unless otherwise stated at the point of generation.

**Our legal basis for processing your information**

We process your personal data on the basis of consent that you have given us at the time of your application. You are however, entitled to withdraw that consent at any time such that we can no longer rely on it as a basis for continuing to process your personal information.

**Your rights**

You retain control of how we use your data and you have the right to ask us to stop processing your personal information, which we will do. In some circumstances, we may legally be required to retain your personal information for audit purposes. However, this will be discussed with you depending on your requirements. Please contact alecdicksontrust@gmail.com if you have any concerns.

You also have the right to request a copy of the information we hold about you. If you want to access your information, please contact us on alecdicksontrust@gmail.com.

Under the General Data Protection Regulation, which is expected to become law in the UK in May 2018, you are also granted a number of additional rights. These include:

* The right to rectification
* The right to erasure
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

For more information on these rights please read the relevant guidance issued by the ICO at <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

If you would like to make a complaint about how we process your personal data, please contact us at aleckdicksontrust@gmail.com.

If you are not happy with how your complaint is dealt with, you should contact the [Information Commissioner’s Office](https://ico.org.uk/).  Alternatively, you are entitled to make a complaint to the Information Commissioner’s Office without first referring your complaint to us.

For [further information please see the Information Commissioner’s guidance](https://ico.org.uk/for-the-public/personal-information/).

**Changes to this privacy policy**

This policy may change from time to time. If we make any significant changes to this policy, we will publicise these changes clearly on our website.

Please note that this privacy policy will be updated to reflect the requirements of the General Data Protection Regulation, which is expected to become law in the UK on 25 May 2018.

Please do revisit this policy each time you consider applying for funding from the Alec Dickson Trust.

**Our Confidentiality statement**

We will treat the information you supply during the application process (“**Confidential Information**”) as confidential.

We will:

a. take reasonable care to keep the Confidential Information secret and secure;

b. use the Confidential Information only for the purposes set out in the Privacy Statement above.

We will not be under any obligation to keep the Confidential Information confidential to the extent that the Confidential Information:

d. was already lawfully known to us at the date it was disclosed to us;

e. becomes public through no fault of ours;

f. is lawfully disclosed by a third party to us without any obligations of confidentiality being placed on us.