



THE  
WILLATS  
TRUST

# PRIVACY NOTICE

Grants

## Introduction

This privacy notice describes how Mr Willats' Charity ("we" or "us") process and handle personal data with regards to our grants process. This includes what personal data we collect and about whom, what we use it for, and what your rights are with regards to the process.

Charity Name : [Mr Willats' Charity](#)

Charity Working Name : [The Willats Trust](#)

Charity Number : [202269](#)

Registered Address: [Basement, 19 Rivers Street, Bath BA1 2QA](#)

Further questions about this policy or how we process your data please contact us at [administrator@willatstrust.org](mailto:administrator@willatstrust.org)

## Roles

Depending on who you are, the information we collect about you, and what we use it for will be different. We have broken it out by role, so depending on which capacities you are interacting with us, you can see what information we might collect, and how we use it.

Additionally the legal justification for processing will vary, and along with this your rights over the data, which are described below (Your Rights).

### Applicant

As an applicant to become a Guide we will collect personal information such as your Name, Address, Email, Telephone Number, Faith, Denomination, and Church as well as information relevant to your role, including Prior Employment, Start Date, Role, Typical Timetable and explanations of the work you will/are doing, as provided by you. We will also keep records from your application provided by referees and individuals relevant to the application such as charity/church leader, line manager and charity/church treasurer. We process this information based upon our legitimate interests. We will use the data as part of our Grant Evaluation process.

### Guide

As a Guide, in addition to the data we collect through your application, we will also ask for 6-monthly updates on the work you are doing,

events you are involved in, and outcomes which may arise from the work you are doing, and we will also keep details of our payments to you and any updates from your line manager and charity/ church leader. We process this based upon our legitimate interests. We will use the data as part of our Ongoing support and Continuing Grant Evaluation, and in Impact analysis and reporting.

### Guide Referee

As a referee for a Guide we may collect your name, address, telephone number, position and your relationship with the Guide, as provided by you. We process this based upon your consent. We will use the data as part of our Grant Evaluation process.

### Church/Charity Leader

As the church leader or lead charity officer we may collect your name, address, email, telephone number as provided by you through the Guide applicant. We process this based upon our legitimate interests. We will use the data as part of our Grant Evaluation and Continuing Grant Evaluation.

### Guide Line Manager

As a guide line manager we may collect your name, address, position and time in position, as provided by you. We process this based upon

our legitimate interests. We will use the data as part of our Grant Evaluation and Continuing Grant Evaluation.

### Charity Treasurer

As a charity treasurer we may collect your name, address, and telephone number as provided by you, together with the bank details for your organisation. We process this based upon our legitimate interests. We will use the data as part of our Payment processing.

## Processing

### Grant Evaluation

We process personal data to evaluate grant eligibility and decide on the provision of grant money. This includes evaluating the work a prospective Guide will be doing, the individuals with whom they will be working, the qualifications of the Guide and the organisational support around them.

### Payment processing

We process personal data in providing payments to Guides through their supporting organisations. This may involve contacting the treasurer to coordinate or confirm payments.

### Continuing Grant Evaluation

We process personal data as part of our continued evaluation and support process. This includes reviewing evidence of the Guide's work, their ongoing relationship with the charity/ church with who they are working.

### Ongoing support

We use personal data to stay in contact with Guides and provide them with some support. This includes putting them in touch with other Guides, responding to queries and offering prayer support upon request.

### Impact analysis and reporting

We use personal data in measuring the impact of Mr Willats' Charity, informing the direction of the charity and in promoting the work that we do. This may include generating statistics on disbursements, contact-time, individuals reached, areas worked and other information relevant to our purposes as a charity. Any public reporting will be aggregate data only not including personally identifiable information without consent.

## Data Sharing

We won't sell, lease or otherwise share your personal data with third parties for profit of any kind, however we may share your data with other organisations as part of our operations.

### Data Processors

We rely on third-party service providers for our operations, who may store your data on our behalf, as data processors. This means that they may collect and/or hold personal data, but can only use it in fulfilling their obligations as

a service provider.

This includes service providers for, but not limited to, email, website hosting, accounting, resource planning, application processing, IT, banking and legal services.

## Authorities

Your personal data may be shared with authorities, in the case that we are obliged to by law.

## Data Export

Personal data may be transferred across international borders as part of standard operations. Any data which is exported outside the EU will be done so only under one of the following conditions (1) an "adequacy decision" from the EU for the given country, with respect to its data protection laws and enforcement, to allow personal information to flow freely; (2) binding corporate rules which have been approved by a relevant data protection authorities; (3) data protection model clauses as part of a contractual relationship between ourselves and the processor; (4) the data processor is subscribed to an approved code of conduct or certification mechanism with binding commitments, such as the EU-US Privacy Shield.

## Children

We do not anticipate that we will hold or process personal data on children. Should this be necessary all due care will be taken to protect them and their rights.

## Your Rights

While we need to process personal data as part of our operations, you have rights which provide you with some measure of control. These are covered below, however for more information see the ICO website.

If you have any questions regarding this please use email mentioned above. If you are not satisfied with how your personal data has been handled you also have the right to complain to the Information Commissioners Office, which can be done via their website <https://ico.org.uk>.

## Right of Access

If you want to see what data we hold on you, please ask us. The data we hold will be any information you have provided that we retain, plus any information we have received from other sources (in which case we will let you know). We may require appropriate proof of identity before releasing information.

## Rights to Correction, Deletion and Restriction

If the information we have on you is incorrect, please let us know so that we can update it. In

some cases we may require proof. Similarly if you object to us holding your data, or how we are using it, please let us know so we can respond appropriately. While we cannot guarantee it will always be possible to fulfil your request due to conflicting obligations, we will  $\phi$  to all reasonable effort to do so. In either case we will get back to you as soon as we can, and within a month. Note, in the case we have stated we are relying on consent for processing, you do not have to object or restrict the processing, instead simply inform us you wish to withdraw consent and we will cease the processing.

February 2019  
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