

PRIVACY NOTICE - GRANTS

1. About this document

This privacy notice describes how The Willats Trust ("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.

This privacy notice concerns our processing of personal data of:

- applicants for grant funding
- grantees (i.e. those grantees who have been awarded grant funding)
- visitors to our website

The Willats Trust (Charity Name : Mr Willats' Charity Charity Working Name : The Willats Trust, Charity Number : 202269 Registered Address: Basement, 19 Rivers Street, Bath BA1 2QA) is the data controller of your personal data and is subject to the General Data Protection Regulation (GDPR).

2. How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact with us before making an application for grant funding.
- when you submit a formal application for a grant funding.
- from third parties, for example partner organisations and experts involved in the review process for assessing grant applications, to verify details about you and/or your application for funding, or to administer your grant once awarded.
- when you communicate with us by telephone, email or via our website or our social media channels, for example in order to make enquiries about an application.
- in various other ways as you interact with us during your time as a grantee, for the various purposes set out below.

Where you provide us with personal data relating to others (for example, where you are making an application for grant funding on behalf of someone else), we understand that you are authorised to provide that information to us, and that you have provided this Privacy Notice to them, as appropriate.

2.1 Roles

Depending on who you are, the information we collect about you, and what we use it for will be different.

2.1.1 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, and we will also keep details of our payments to you and any

updates from your line manager and charity/ church leader. We will use the data as part of our ongoing support and continuing grant evaluation, and in impact analysis and reporting.

2.1.2 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.

2.1.3 Church/Charity Leader

As a church or charity leader we may collect your name, address, email, telephone number as provided by you through the Guide application process. We will use the data as part of our grant evaluation and continuing grant evaluation.

2.1.4 Guide Line Manager

As a line manager of a Guide we may collect your name, address, position and time in position, as provided by you. We will use the data as part of our grant evaluation and continuing grant evaluation.

2.1.5 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 will use the data as part of our Payment processing.

2.2 Grant Evaluation

We process personal data to evaluate grant eligibility and decide on the provision of grant funding. 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.

2.3 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.

2.4 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.

2.5 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 and responding to queries.

2.6 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.

3. How long your information is kept

Certain personal data relating to unsuccessful applicants is deleted within one year of the end of the application process.

For successful applicants (Guides), subject to any other notices that we may provide to you, we may retain your personal data indefinitely after you have finished complying with all the terms and conditions applicable to your funding.

4. Processing

4.1 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.

4.2 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.

4.3 Authorities

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

4.4 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.

4.5 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.

5. Finance

Where there is a need to make financial transactions, we will hold details such as name, contact details and bank details within our finance system. These details are used only for the purpose of making these transactions and for holding a record of these transactions.

6. Photographs

We sometimes use photographs of funded Guides and projects for publicity purposes. Where these photographs include pictures of people, we request confirmation that those people in the picture have given their consent for the picture to be used in this way.

7. Your Rights

While we need to process personal data as part of our operations, The Data Protection Act 2018 and GDPR provides you with certain rights. These are covered below, however for more information see the ICO (Information Commissioner's Office) website.

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 or via post.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline: 0303 123 1113 (local rate) or +44 1625 545 745
URL: <https://ico.org.uk/make-a-complaint/>

7.1 Right of Access

If you want to see what data we hold, please ask us. The data we retain will be information you have provided; 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.

7.2 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 go 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.

8. Further information

For Further questions about this policy or how we process your data please contact us at administrator@willatstrust.org.