

Privacy Notice for Grant Applicants and Grantees

Last updated: July 2025

Next review due: July 2026

Introduction

This privacy notice explains how Mr Willats' Charity ("we", "us", or "The Willats Trust") processes and handles personal data in relation to our lettings process. It covers what personal data we collect, who it relates to, how we use it, and your rights.

- **Charity Name:** Mr Willats' Charity
- **Working Name:** The Willats Trust
- **Charity Number:** 202269
- **Registered Address:** Basement, 19 Rivers Street, Bath, BA1 2QA
- **Contact:** administrator@willatstrust.org
- We are the "data controller" for this information under UK GDPR.

1. What personal data we collect

We may collect and store the following types of information, depending on the stage and type of your grant:

- **Contact details** – name, role, email address, phone number, organisation
- **Application information** – application forms, project details, budgets, supporting documents
- **Monitoring and reporting data** – updates during the grant, reports, evaluation material
- **Bank details** – for payment of grants (usually the charity's details, not individuals')
- **References or endorsements** – from line managers, church leaders, or others involved
- **Equalities data** – such as age, ethnicity, disability or other demographic information (only if you choose to provide it)

2. How we collect your information

We collect information in several ways:

- When you submit an enquiry, expression of interest, or full application

- Through your ongoing relationship with us as a grantee (e.g. updates and monitoring)
- From other people involved in your grant, such as referees or organisational contacts
- From communication with us by email, phone or post

Where you provide information about other individuals (e.g. team members), please ensure you have their permission to do so, and share this privacy notice with them.

3. Why we collect and use your data

We collect and process this data in order to:

- Assess your application and decide whether to award funding
- Communicate with you during the application and funding period
- Manage and monitor the grant, including reporting and payments
- Understand the impact of our grants and improve our funding processes
- Fulfil our legal and regulatory responsibilities (e.g. financial reporting, fraud prevention)

We process most of this data under our **legitimate interests** as a grant-making charity. In some cases (e.g. equalities data), we rely on your **explicit consent**.

4. How we store and protect your data

We store your data securely and only allow access to staff or trustees who need it for the grant-making process. We use trusted service providers to help us manage our systems and communication – they act on our instructions and cannot use your data for anything else.

We do **not** sell your data or use it for marketing.

We may share relevant data with:

- External advisers (e.g. assessors or auditors)
- Legal or regulatory bodies, if required by law

5. How long we keep your information

- If your application is **unsuccessful**, we keep your data for **1 year** after the outcome is communicated, unless you ask us to delete it sooner.

- If you are **awarded funding**, we keep your data for **7 years** after the end of your grant. This is to meet our obligations under charity and financial law.

We review what data we hold regularly and securely delete anything no longer needed.

6. Your rights

You have rights under data protection law, including:

- **Access** – You can ask to see the personal data we hold about you
- **Correction** – You can ask us to fix incorrect or outdated information
- **Deletion** – In some cases, you can ask us to delete your data
- **Objection** – You can ask us to stop using your data for certain purposes
- **Withdraw consent** – If we're using your data based on consent (e.g. equalities monitoring), you can withdraw that at any time

To exercise any of these rights, contact us at **administrator@willatstrust.org**. We aim to respond within one month.

If you're unhappy with how we handle your data, you can contact the Information Commissioner's Office at www.ico.org.uk.