



**Charitable Incorporated Organisation, Registered Charity Number 1177246.**

## **PRIVACY STATEMENT - November 2018**

### **For Grant Applicants**

This information will be your Contact Details: name, address, telephone numbers and email addresses so that we can make contact with you about your application.

Any personal information will be deleted within 3 years of the completion of your grant application funding.

You have the right to review the data which we hold about you and to have it removed. You should ask the Trustees if you wish to do so. Please be aware that without these records it will not be possible to manage your application.

### **For Donors and Purchasers of goods and services.**

This information will be your Contact Details: Your name, address, telephone numbers and email addresses so that we can make contact with you about your donation or purchase.

Any personal information will be deleted within 3 years of the completion of your donation or purchase.

You have the right to review the data which we hold about you and to have it removed. You should ask the Trustees if you wish to do so. Please be aware that without these records it will not be possible to manage your donation or purchase.

### **General**

We will not give any of this data to anyone unless required to by law.

We are in the process of converting all our personal information to digital storage where it will only be accessed by specific Trustees or Officers in the course of their duties.