

**Two Ridings Community Foundation**

**Privacy Policy**

DOCUMENT CONTROL:	
Version:	2
Ratified by:	Board
Date ratified:	May 2018
Name of originator/author:	Jan Garrill
Date issued:	May 2018
Review date:	May 2019
Target Audience	Employees, Trustees, Volunteers, Members, Groups Donors, Website viewers

**1. Purpose**

This privacy policy (sometimes also described as Privacy Statement) sets out how Two Ridings Community Foundation (the Foundation) uses and protects any data given to us. We will also publish privacy notices which describe how we gather and use information in regard to specific service contexts – e.g. grants. Two Ridings Community Foundation is the Data Controller.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our services (grant applications, website, social media, and being a donor), then you can be assured that it will only be used in accordance with this privacy policy.

**2. What data do we collect?**

The Foundation collects information about you when you connect with us as a donor, fund holder, grant applicant, trustee, volunteer, newsletter recipient, partner or make a general enquiry. The Foundation uses the information we collect about you so we can send you communications that may be of interest to you, either electronically or otherwise. In particular, we use the information for:

- Internal record keeping
- To improve our services
- To send communications about our news and events or other information which we think you may find interesting using the contact details which you have provided.
- From time to time, we may also use your information to contact you for research purposes. We may contact you by your preferred choice, email, post, phone.

- We may use some of the information you have provided for reports - this will be anonymised unless you give your permission.
- We may share your information with another organisation owing to specific legislation. This will be made clear to you depending on the service you access.
- We will never pass on your data to a third party without your permission. We will never sell any data.

We will collect the following information:

- Name and job title
- Contact information including email address, telephone number, and address.
- Your connections to other organisations (e.g. your employer)
- Your preferences and interests
- Details of your donations
- Details of your grant applications
- Records of your interactions with the Foundation for example: attendance at events

### **3. What we do with the information we gather**

We will process your personal information for our legitimate business and charitable interests, which include some or all of the following:

- Internal record keeping.
- Recording and processing of donations
- To claim Gift Aid on your donations
- To undertake statistical analysis
- To improve our communication and services.
- To occasionally contact you about the work of the Community Foundation. You will always have the ability to decline future contact.
- To invite you to Foundation hosted events that we think may be of interest to you.
- To assess your eligibility for a grant

We may combine information you provide to us with information available from external sources in order to gain a better understanding of our supporters and grant applicants and to improve the services that we provide.

The information that we obtain from other organisations may depend upon your privacy settings or responses you give so you should check them regularly. This information will be obtained from places such as Charity Commission, Companies House and articles published in the national and local press.

### **4. Security**

We are committed to ensuring that your information is secure.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

If you are 13 or under, you should get your parent/guardian's permission before you provide any personal information to Two Ridings Community Foundation. We will contact and meet with your parent/guardian for proof that they are your parents.

## **5. Retention**

We will not retain your information for longer than is necessary. This will normally be for a maximum of six years after our relationship with you has ceased although we are occasionally required to hold data for longer periods for specific programmes.

## **6. Website links**

We have cookies on our website and a designated cookie policy. The cookie policy is available at [www.trcf.org.uk](http://www.trcf.org.uk)

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

## **7. Controlling your personal information**

You may choose to restrict or use of your personal information in the following ways:

- Whenever you are asked to fill in a form look for the boxes that you can click to indicate how you would like us to contact you.
- Electronic communications will contain an 'unsubscribe' link.
- If you would like to change your communication preferences or be removed from our database you can ask us at any time by e-mailing [info@tworidingscf.org.uk](mailto:info@tworidingscf.org.uk) or by writing to us at the address below or calling us on 01904 435277

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you. A small fee may be payable. If you would like a copy of the information held about you please write to.

Two Ridings Community Foundation  
Pavilion 2000, Amy Johnson Way  
York  
YO30 4XT

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

We may update this policy. Any changes we may make to our privacy policy in the future will be posted on [www.tworidingscf.org.uk](http://www.tworidingscf.org.uk)