

Elise Pilkington Charitable Trust

DATA PRIVACY NOTICE:

Elise Pilkington Charitable Trust Reg. Charity 1170847

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (the "UK GDPR") and for electronic marketing purposes under PECR (Privacy and Electronic Communications Regulations)

2. Who are we?

Elise Pilkington Charitable Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Elise Pilkington Charitable Trust complies with its obligations under the "UK GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to operate efficiently in fulfilling our obligations as a Charitable Giving Trust as specified in our constitution;
- To administer beneficiary records;
- To promote the interests of the charity;
- To manage our employees and trustees;
- To maintain our own accounts and records;
- To inform you of news, events, and activities we believe may be of interest to you in fulfilling our obligations laid out in our constitution;

4. What is the legal basis for processing your personal data?

- Legitimate interest of the data subject so that we can keep you informed about news, events, activities and services we believe may be of interest to you and your organisation in relation to grant giving and funding or related activities;
- Processing is necessary for carrying out our legal obligations under employment, social security or social protection law, or a collective agreement;
- It is a legal obligation for the Trust to retain records of grant giving for accounting and statutory purposes, the details of which may contain personal data;
- Processing is carried out by a Charitable Trust provided: -
 - the processing relates only to individuals who have contacted the Trust in connection with its charitable purposes (e.g. grant funding applications) and -
 - there is no disclosure to a third party without written consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with employees and/or Trustees of the Trust in order to carry out its Charitable aims. We will only share your data with third parties outside of the Trust with your consent.

6. How long do we keep your personal data?

We keep personal data only for as long as is reasonable in accordance with GDPR guidelines. This includes for as long as it is considered a legitimate interest to process your data.

We retain trustee data as long as the trustee is a trustee of the Trust.

For beneficiaries, data will be kept for up to 6 years after the calendar year to which they relate

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Elise Pilkington Charitable Trust holds about you;
- The right to request that the Elise Pilkington Charitable Trust corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Elise Pilkington Charitable Trust to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, that is not within the lawful reason of legitimate interest, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

The Elise Pilkington Trust

15 Isham Road

Orlingbury

Kettering

Northants

NN14 1JD

admin@elisepilkingtontrust.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.