



## **INTRODUCTION**

Your privacy is very important to the Clare Duffield Foundation (The Data Controller). We are committed to safeguarding the privacy of each data subject. This GDPR and Privacy Policy sets out how we will treat the personal information we hold and some of the steps we have taken to be GDPR compliant. If you have any questions about this privacy statement or our treatment of your personal information, please write to us by email to [info@clareduffield.org.uk](mailto:info@clareduffield.org.uk) or by post to: Office Manager, Studio 3, Chelsea Manor Studios, Flood Street, London SW3 5SR.

## **GDPR STATEMENT**

This Statement sets out the steps that the Clare Duffield Foundation has taken as part of the process to ensure continual GDPR compliance.

The EU General Data Protection Regulation (GDPR) superseded the existing Data Protection Act in the UK on 25 May 2018. GDPR was designed to protect and empower all EU citizens' personal data and to overhaul the way that organisations approach data privacy.

In light of this the Clare Duffield Foundation continues to review its use of personal data, and has produced a GDPR and Privacy Policy to make clear our GDPR responsibilities and approach. We will review our internal systems and procedures annually to ensure that we meet the enhanced GDPR requirements.

The Clare Duffield Foundation will comply with the GDPR principles requiring that personal data is:

- Processed lawfully, fairly and in a transparent manner in relation to individuals
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures



**PERSONAL DATA COLLECTION**

The Clare Duffield Foundation may process the following kinds of personal information:

- Name, job title, organisation, contact details
- General information that you provide to us (via email, phone, postal correspondence, or in person) during general enquiries or when applying for funding
- Any other information that you choose to send to us (usually the purpose and details of a grant application and any other information needed for the assessment of a grant)
- Information about our staff and trustees (such as name, address, telephone numbers, date of birth, national insurance number, evidence of Identity)
- Contact details of referees provided by grant applicants

The Clare Duffield Foundation will **not** process:

- Any special category information (such as ethnicity, religion etc.)
- At present we pay our grants by cheque and therefore do not collect any bank details for grantee organisations

**USING PERSONAL DATA**

Personal data submitted to us will be used for the purposes specified in this Policy.

We may use your personal data to:	Data is processed for the following reasons:
<ul style="list-style-type: none"><li>• Contact you regarding your enquiry or grant application</li><li>• To process grant applications, grant rejections, awards, payments etc.</li><li>• Ask for updates on applications and grants awarded</li><li>• Contact you via telephone, email or by postal correspondence</li><li>• To store electronic archives of our grant-making history</li></ul>	<ul style="list-style-type: none"><li>• As necessary for the performance of tasks carried out in the legitimate interest, namely the disbursement of funds to charitable organisations which meet the Clare Duffield Foundation's charitable objects</li><li>• Legitimate interests of the charity include acquiring the information necessary to process grant applications and to work in partnership with organisations to bring about increased public benefit</li><li>• To continue an on-going relationship with grantees, partner organisations, suppliers, trustees and staff</li></ul>



	<ul style="list-style-type: none"> <li>• In processing data under our legitimate interest, we continue to consider our privacy impact and maintain a low risk to data subjects</li> </ul>
<ul style="list-style-type: none"> <li>• Provide details of our Trustees to the Charity Commission and provide details of our employees to HMRC)</li> <li>• Provide any details as required by our auditors during annual audit</li> </ul>	<ul style="list-style-type: none"> <li>• For compliance with the Foundation's statutory obligations</li> </ul>

We will not:

- Collect any data that is not relevant to the above
- Sell or rent your information to third parties
- Share your information with third parties for marketing purposes
- Send out general newsletters or contact you with regards to any fundraising appeals (we only communicate individually with contacts in relation to something specifically concerning the individual/organisation involved)

**RETENTION POLICY**

The Clare Duffield Foundation reserves the right to hold data related to grant applications in order to efficiently administer various grants programmes and for archive purposes. We will keep data for as long as is needed to complete the task for which it was collected. The Foundation's relationships with grantees and partners are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it. We maintain a lot of relationships with previous grantees indefinitely, particularly if the Clare Duffield Foundation founded the grantee organisation or has provided considerable financial support in the past. For legal and auditing purposes, we need to retain grant information for at least seven years after which time paper copies are shredded (using a professional confidential shredding service). Information on each grant made by the Foundation is retained on our computer records in perpetuity for archive/historical purposes. This archive material will not be shared with external bodies or used to contact you. However, if you wish to have your data removed from our historical database after the seven year period, please contact us.

**PERSONAL DATA SECURITY**



We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

The Clare Duffield Foundation will store all the personal data you provide on its secure cloud based services including Citrix XenApp and the Benefactor Grants Management Programme hosted by The Gallery Partnership. Our IT suppliers are all GDPR compliant and provide secure systems. Any hard copies/printed documents which may contain personal information are stored in our secure office which is only accessed by Clare Duffield Foundation staff. Some documents (most commonly the Foundation's historic financial and legal documents) may be kept at our secure offsite storage facility.

### **DISCLOSURES**

Your information may be accessed by, trustees, staff, relevant consultants or subcontractors (i.e. the outsourcing of a grant assessment/evaluation) or other suppliers insofar as is reasonably necessary.

In addition, we may disclose your personal information to third parties:

- If required as part of our legitimate interest as a grant-making body
- To the extent that we are required to do so by law (HMRC, Charity Commission)
- In connection with any legal proceedings or prospective legal proceedings
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)
- To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information

Except as provided in this Policy, we will not provide your information to third parties. We may from time-to-time pass data to other organisations, known as Data Processors, to provide specific services to us. An example would be providing data to a mailing house in order to send copies of a publication you have requested. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than that which we have requested (in this case to deliver the publications to the address you have provided).



### **CROSS-BORDER DATA TRANSFERS**

Information that the Clare Duffield Foundation collects may be stored and processed in and transferred between any of the countries in the European Economic Area (EEA) in accordance with this privacy statement. The information which you provide to us may be transferred to countries outside the EEA. For example if any of our cloud servers (e.g. Citrix) are from time to time located in a country outside of this region. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

### **YOUR RIGHTS**

The law requires us to tell you that you have a variety of rights about the way we process your data. These are as follows.

- You may change or stop the way in which we communicate with you, or process data about you, and if it is not required for the purpose you provided it, then we will do so (although activities like processing or managing a grant, may mean we cannot entirely stop processing your data)
- Where our use of your data requires consent, you may withdraw this consent.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so
- If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner (<https://ico.org.uk/concerns/>)

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- A written request stating the information you require
- The supply of appropriate evidence of your identity

We will provide you with this information within 30 days of receiving your request. We will not, however, provide you any information we are not legally obliged to (e.g. information on the assessment or decision-making concerning an individual grant-application).



The accuracy of your information is important to us so do let us know any updates to your contact details as soon as you can, and we will ensure that we update our records promptly. Only the accurate and up-to-date data will be kept.

### **PRIVACY POLICY UPDATE**

This Policy will be reviewed annually and we may update it from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes (a link to this document will be made available on staff email signatures). All new grantees will receive a copy of this policy. This Policy was last updated in May 2018.

### **OTHER WEBSITES**

The website contains links to other websites that are not under the control of and are not maintained by the Clare Duffield Foundation. We are not responsible for the content or reliability of the linked websites. The Clare Duffield Foundation provides these links for your convenience only but does not endorse the material on these sites.

### **STAFF TRAINING**

Each existing member of staff at the Foundation (along with freelance consultants when appropriate) will be adequately trained in our GDPR procedures (as outlined in this policy). This training will also form part of the induction for any new staff members. The Foundation does not legally require a Data Protection Officer, however, our Office Manager will lead on GDPR and ensure that all staff members are trained and that we remain fully compliant at all times.

### **CONTACT US**

If you have any questions about this privacy statement or our treatment of your personal information, please write to us by email to [info@cloreduffield.org.uk](mailto:info@cloreduffield.org.uk) or by post to: Office Manager, Studio 3, Chelsea Manor Studios, Flood Street, London SW3 5SR.