

General Data Protection Regulation May 2018
Sir James Knott Trust: Privacy Policy

This document explains how we, the Sir James Knott Trust use data about living individuals

Why do we need your information?

The Sir James Knott Trust exists to provide grants that can make a difference and add value to the lives of local people and their communities. We are a charitable trust that uses the income from a sum of money made available from Sir James Knott in 1920 to make grants to charitable organisations operating in Northumberland, Tyne and Wear, County Durham and Hartlepool. In a typical year we make awards of circa £1.4m with an average grant of £3,900. It should be noted that we do not make grants to individuals. We do sometimes receive personal data such as emails, telephone numbers and addresses which assists us in our work in helping local communities.

Whose data do we collect?

The only data we hold are of those organisations, charities, local groups and others who apply to the Sir James Knott Trust for grants on behalf of their organisations. We collect information about you when you make contact with us as a trustee, employee, volunteer, recipient or make a general enquiry by email or letter. This may cover anything from your contact details to financial information about your organisation or to feedback you have provided.

How do we collect your data?

All the information we may hold about you has been provided directly to us by you, or by an organisation supporting you with your consent.

Occasionally we may collect data from someone else who may consider that your organisation could benefit from a grant. Examples may be when other agencies organise Funding Fairs where they match your needs to potential funders who may be able to help you achieve your aims with financial support. We may also use publicly available sources such as Companies House, the Charity Commission and public and social media.

What information do we collect?

We collect the name, address and contact details of applicant charitable organisations and contact details for individuals representing those organisations, ie trustee, employee, representative or volunteer.

This information may be: a postal address, telephone number, email address, website address,

These contact details are held as digital correspondence (ie emails) for communication purposes with regard to applications for grants made to charitable organisations. Data is not held in the form of 'contact details'.

What do we do with your data and why

We will use the information you provide to fulfil your requests such as applications for grants.

In response to your requests for information about our criteria regarding your eligibility for a grant.

General information requested by you, such as regarding the timing of Trustees meetings and other matters which may assist you in preparing grant applications.

We collect the information described below in order to solicit and process applications for grants from our Trust:

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Name(s) and addresses, email, phone number and other relevant contact details for your organisation.

The purpose and details about an application for a grant.

Any other information we need to assess a grant.

Details about any grant which was made.

Appropriate information supplied in the grant application that relates to the beneficiaries of the grant.

Contact details for your organisation may be passed to the Trust's independent assessors for audit purposes and, with your permission, to our sister trust for grant making purposes.

How secure is the information collected

The Trust has implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risk of cyber security.

We keep your data secure in our cloud based grant making software (held in Data Servers hosted within the European Union and conforming to data protection legislation). Our policy is not to share your data with anyone else or any other organisation, unless it is necessary for the purpose for which you have given the data such as:

When we are in contact with other trusts at your request, such as when you may have already applied or intend to apply for a grant from them.

We will share information on grant applications with grant panel members and trustees. We will publish data in our annual review and accounts on grant recipients for groups/organisations stating the amounts, name and purpose of the grant. We will not publish any information on our website without your specific agreement.

Emails are scanned and protected by Cloud Based Mail Security.

The Trust also uses a networked file server for internal sharing and storage of information. This is firewalled against external intrusion, virus-protected, regularly maintained and upgraded. All information on the central file server is saved daily onto back-up tapes and stored in a fire-proof safe.

How do we dispose of information?

We retain your data in hard copy for seven years as required by the Charity Commission and other authorities after which it is shredded. Electronic information is held until the contact informs the Trust that they have become inactive in their organisation, at which time the details are removed from the system.

Our responsibilities

The law require us to tell you the basis on which we process your data.

If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity.

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In other cases the law allows us to process data if it is in our legitimate interest to do so, but only as long as we need to and your “interest or your fundamental rights and freedoms are not overriding”. In practice this means we check that we will not cause you harm by processing your data and that it is not overly intrusive.

Your rights

The law requires us to tell you that you have a variety of rights about the way we process your data such as:

Where on specific occasions our use of your data requires consent, you may withdraw this consent at any time.

Where we rely on our legitimate interest to process data you may ask us to stop doing so.

You may request a copy of the data we hold about you.

If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

Contacting us

If there are any questions about this privacy notice you can contact us at:

Vivien R Stapley, Trust Secretary, Sir James Knott Trust, 16-18 Hood Street, Newcastle upon Tyne NE1 6JQ. T: 0191 2304016. E: Vivien.stapley@knott-trust.co.uk. www.knott-trust.co.uk