



Foundation
Derbyshire



Privacy Policy

Foundation Derbyshire.

Last Updated Oct 2021.



Introduction.

Welcome to Foundation Derbyshire's privacy notice. Foundation Derbyshire is the operation name of Derbyshire Community Foundation.

Derbyshire Community Foundation respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Please also use the **Glossary** to understand the meaning of some of the terms used in this privacy notice.

1. **Important Information and Who We Are**
2. **The Data We Collect About You**
3. **How Is Your Personal Data Collected?**
4. **How We Use Your Personal Data**
5. **Disclosures of Your Personal Data**
6. **International Transfers**
7. **Data Security**
8. **Data Retention**
9. **Your Legal Rights**
10. **Glossary**



1. Important Information and Who We Are

Purpose of this privacy notice

This privacy notice aims to give you information on how Derbyshire Community Foundation collects and processes your personal data through your use of www.foundationderbyshire.org, including any data you may provide through this website when you apply to us for funding or services, donate to us and/or sign up to our newsletter.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Controller

Derbyshire Community Foundation is the controller and responsible for your personal data (collectively referred to as "we", "us" "our" or "Foundation Derbyshire" in this privacy notice).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.



Contact details

Our full details are:

Full name of legal entity: Derbyshire Community Foundation, a private limited company by guarantee with company number 2893759 and charity registration number 1039485

Name or title of data privacy manager: Rachael Grime

Email address: hello@foundationderbyshire.org

Postal address: Unit 2, Heritage Business Centre, Derby Road, Belper, Derbyshire, DE56 1SW

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to The Privacy Notice and Your Duty to Inform Us Of Changes

This version was last updated on 5th October 2021 and historic versions are can be obtained by contacting us.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-Party Links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.



2. The Data We Collect About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, gender and job role.
- **Contact Data** includes billing address, delivery address, residential address (if you provide this to us for correspondence purposes), email address and telephone numbers.
- **Financial Data** includes bank account and payment card details and any transactional details on your bank statements.
- **Transaction Data** includes details about payments to and from you, and any grants or funding that we have provided to you in the past.
- **Technical Data** includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, donations or applications for funding made by you whether you are a UK taxpayer or not (and whether or not such application(s) were successful), your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.



- **Application Data** includes personal information in connection with your application for work with us including
 - The information you have provided to us in your curriculum vitae and/or covering letter.
 - The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
 - Any information you provide to us during an interview.
 - If you disclose it to us, we may also collect certain Special Categories of Personal Data including information about your race or ethnicity, religious beliefs, sexual orientation and political opinions, information about your health, including any medical condition, health and sickness records.
 - We may also collect information about criminal convictions and offences if we request a Disclosure and Barring Service check in connection with a job application.

We also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

Bank Statements

If you make an application for a grant or other type of funding from us, we will need to see a copy of your unredacted bank statements (covering transactions over a three month period or five transaction sheets, whichever is the least). We will use the information on your bank statements to help us reach a decision on whether to accept or decline your funding/grant application.



If You Fail To Provide Personal Data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with a grant or other funding). In this case, we may have to cancel a contract you have with us but we will notify you if this is the case at the time.



3. How Is Your Personal Data Collected?

We use different methods to collect data from and about you including through:

Direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you

- apply for our grants, funding or services;
 - make a donation;
 - subscribe to our publications;
 - request marketing to be sent to you;
 - apply for volunteering;
 - enter a competition, promotion or survey; or
 - give us some feedback or contact us.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our cookie policy for further details.
 - **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - Technical Data from analytics providers such as Google based outside the UK;
 - Contact, Financial and Transaction Data from providers of technical, payment and delivery services such as JustGiving based outside the UK but inside the EU.
 - Identity and Contact Data from publicly available sources such as Companies House, the Charity Commission and the Electoral Register based outside the UK but inside the EU.



4. How We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Please see the Glossary to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes For Which We Will Use Your Personal Data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.



Purpose/Activity	Type of Data	Lawful Basis for Processing Including Basis of Legitimate Interest
<p>To process your donations or other payments, to claim Gift Aid on your donations and verify and financial transactions which will include:</p> <p>(a) Manage payments, fees and charges</p> <p>(b) Collect and recover money owed</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Financial</p> <p>(d) Transaction</p> <p>(e) Marketing and Communications</p>	<p>(a) Performance of a contract with you</p> <p>(b) Necessary for our legitimate interests (to recover debts due to us)</p>
<p>To consider your application for a grant or funding and make decision relating to such application</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Profile</p> <p>(d) Financial</p>	<p>(a) Performance of a contract with you</p> <p>(b) Comply with legal obligations</p> <p>(c) Necessary for our legitimate interests (to consider applications and make decisions about providing funding in the best interests of our organisation)</p>
<p>To provide the services that you have requested</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Financial</p> <p>(d) Transaction</p> <p>(e) Marketing and Communications</p>	<p>a) Performance of a contract with you</p> <p>(b) Necessary to comply with a legal obligation</p>



<p>To manage our relationship with you which will include:</p> <p>(a) Notifying you about changes to our terms or privacy policy</p> <p>(b) Asking you to leave a review or take a survey</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Profile</p> <p>(d) Marketing and Communications</p>	<p>(a) Performance of a contract with you</p> <p>(b) Necessary to comply with a legal obligation</p> <p>(c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)</p>
<p>To enable you to partake in a prize draw, competition or complete a survey</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Profile</p> <p>(d) Usage</p> <p>(e) Marketing and Communications</p>	<p>(a) Performance of a contract with you</p> <p>(b) Necessary for our legitimate interests (to study how customers use our products/services, to develop them and grow our business)</p>
<p>To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Technical</p>	<p>(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)</p> <p>(b) Necessary to comply with a legal obligation</p>



<p>To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you</p>	<p>(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical</p>	<p>Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)</p>
<p>To use data analytics to improve our website, products/services, marketing, customer relationships and experiences</p>	<p>(a) Technical (b) Usage</p>	<p>Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)</p>
<p>To make suggestions and recommendations to you about causes or services that may be of interest to you</p>	<p>(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile</p>	<p>Necessary for our legitimate interests (to develop our services and grow our business)</p>
<p>Where we collect your data during the job application process</p>	<p>(a) Identity (b) Contact (c) Special Categories of Personal Data (d) Application Data</p>	<p>Necessary for our legitimate interests in carrying out recruitment and background activities</p>



To monitor equality and diversity	(a) Identity (b) Contact (c) Special Categories of Personal Data (d) Application Data	Necessary for reasons of substantial public interest, namely for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained
To comply with and demonstrate compliance with employment law and best practice and other applicable laws; to assess your fitness for work; and to make any reasonable adjustments to your role	(a) Identity (b) Contact (c) Special Categories of Personal Data (d) Application Data	Necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment law



How We Use Your Special Categories of Personal Data

We will use your Special Categories of Personal Data in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting.

Children and Young People

We realise and understand that children and young people under 18 ("**minors**") may visit our website or apply to us for grant or services. It is our policy:

- this website is not intended for or designed to attract children under the age of 13. If you are under 13 years old and wish to use this site in any way which requires you to submit your personal information, please get your parent or guardian to do so on your behalf;
- to encourage all minors to consult with their parents or legal guardian before submitting any application to us. Minors who submit an application to us will be required to have their application signed by an parent or guardian so that we can verify parental consent, where required;
- not to make a minor's participation in our activity contingent on the minor disclosing any more personal information than is reasonably necessary;
- not to actively market to minors; and
- not to use (or pass to any third party) personal information on persons known to be minors for any commercial purposes.

Parents or legal guardians should supervise minors when online and we recommend parental control tools be put in place.



Marketing

From time-to-time we would like to contact you to tell you more about the work and services we provide. We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. You can ask us to stop sending marketing messages at any time by using the unsubscribe option at the bottom of our email communications or contacting us.

Third-Party Marketing

We will get your express opt-in consent before we share your personal data with any third party company for marketing purposes.

Opting Out

You can ask us or third parties to stop sending you marketing messages at any time by contacting us or clicking the unsubscribe option in our marketing communications.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a donation, application for a grant or funding or other transactions.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please contact us.



Change of Purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Disclosures of Your Personal Data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- External Third Parties as set out in the Glossary.
- Donors who donate money to us, which we then offer (in whole or in part) to you, as a grant or other type of funding.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.



6. International Transfers

Some of our external third parties are based outside of the UK so their processing of your personal data will involve a transfer of data outside the UK.

Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is attached to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the UK.
- Where we use certain service providers, we may use specific countries approved for use in the UK which give personal data the same protection it has in the UK.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK.

7. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.



8. Data Retention

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Further details on our retention periods can be found in our Data Retention Policy.

In some circumstances you can ask us to delete your data: see Request erasure below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.



9. Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please see below to find out more about these rights:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact us.

No Fee Usually Required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What We May Need From You

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.



Time Limit to Respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.



10. Glossary

Lawful Basis

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.



Third Parties

External Third Parties

We may share your personal data with External Third Parties who perform certain services on our behalf such as:

- Service providers acting as processors based inside and outside the UK who perform particular services on our behalf. These services may include processing payments, providing customer relationship management, marketing assistance and supporting our website and IT functionality. These service providers may be supplied with or have access to your personal data solely for the purpose of providing these services to us or on our behalf. Derbyshire Community Foundation is the data controller and will remain accountable for your personal data.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the UK who require reporting of processing activities in certain circumstances.

Your Legal Rights

You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or



where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction** of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.



Foundation
Derbyshire

Unit 2, Heritage Business Centre,
Derby Road, Belper DE56 1SW

01773 525860

www.foundationderbyshire.org

hello@foundationderbyshire.org

