

Privacy Statement

Introduction

This Privacy Statement sets out what to expect regarding the personal data collected and processed by The LankellyChase Foundation.

The LankellyChase Foundation

Lankelly Chase is an independent, endowed, charitable foundation working in partnership with people and organisations across the UK to change the systems that perpetuate severe and multiple disadvantage. The LankellyChase Foundation is a registered company limited by guarantee number 5309739 and registered charity number 1107583. Our address and registered office is 1st Floor, Greenworks, Dog and Duck Yard, Princeton Street, London WC1R 4BH.

What is “Personal Information”

Personal Information or Personal Data is any information that relates to a living individual who can be identified from that data.

What personal information we collect about you

In the carrying out of our business, we may from time to time collect and process the following personal information about you:

- Name, address, date of birth, telephone numbers and email addresses
- Dietary and accessibility requirements
- Photographs, when you attend an event hosted or sponsored by us
- Your bank details, where you have provided this information to us in order that we may pay a grant, fee or invoice or to reimburse expenses
- Correspondence between you and us
- Replies to any surveys or questionnaires we are using for research purposes
- Information taken from you when you report a problem or complaint.

How we collect personal information

We will normally only collect personal information about you when you choose to supply it to us directly, for example through Grant Application Forms, Responses to Tenders, Event Attendance, sign-ups to newsletter and news and events updates and for the performance of agreements or contracts. However, from time to time we may process personal information which has been provided to us by a third party, for example if you are attending an event hosted at our offices or jointly managed by us. If we do obtain your personal information in this manner your privacy rights will not be affected, and you will be able to exercise the rights set out in this privacy statement.

Lankelly Chase

The bases upon which we collect and process your personal information

We assert the following reasons for which we may collect and process your personal information:

- For fulfilment of the terms of an agreement or contract we have entered into with you
- For compliance with a legal or statutory obligation
- In pursuit of a legitimate interest, where this interest does not override your own interests
- Where you have consented for the use of your personal data for specific purposes, for example signing up to our newsletter mailing list

Sharing your information

We will not normally disclose any personal information that you provide to us to Third Parties except where:

- We are working with third party organisations to deliver an event, training or workshop you are attending, and the sharing of some personal data is necessary in order to allow you to participate
- If we are under a duty to disclose your personal information in order to comply with any legal or statutory obligation
- For the purposes of performing any background checks required to create and/or fulfill a contract or agreement between us
- You have opted to allow us to share your personal data with specific organisations or authorised our publishing such information

Other than as set out above, we shall not disclose any of your personal information unless you give us permission to do so. Whenever we do supply your personal information to a third party we will take steps to ensure that your privacy rights are protected.

Retention of Data

We will retain your personal data only for as long as it is necessary to meet the purpose for which we have collected it. We review information held on a regular basis to ensure accuracy and relevancy, and will correct or delete such information as appropriate. For details of our record retention policy please contact enquiries@lankellychase.org.uk.

Security

We will take all reasonable measures to ensure that any personal information we collect from you is safeguarded and protected against unlawful access and accidental loss or damage.

These measures may include:

- Protecting our servers with appropriate firewalls.
- Regularly backing up all electronic information we hold
- Ensuring any data stored in remote data centres (ie in “the Cloud”) is done so in secure facilities compliant with UK Data Protection regulations.
- Ensuring all paper-based data is locked away securely.
- Disposing of or deleting your information in accordance with our Retention of Records policy, in a secure manner.
- Ensuring our employees and any Third Party organisations are aware of these privacy and security obligations.

Lankelly Chase

Your privacy rights

- You have the right to choose not to supply any personal information to us, or to withdraw your authority for us to process your personal information at any time, however this may mean we are unable to offer assistance or services to you.
- You have the right to restrict, or object to, our processing of your personal information. Should you wish to do so, please contact us on the details below.
- Where we rely upon your consent to contact you, you will retain the right to withdraw your consent at any time and may do so by contacting us on the details below.
- You have the right to unsubscribe from our newsletter and event communications and we will ensure you are unsubscribed within 28 days of receipt of a request from you.
- You have the right to ask us to delete your personal information. Unless we have reasonable grounds to refuse to do so, we will securely delete the personal information we hold about you as quickly as possible and no later than 28 days from receipt of your request. Where personal information is stored or archived in back-ups, we will endeavour to delete or restrict access to your personal information until such time as it can be deleted.
- You will always retain the right to request access to the personal information that we hold about you. If you would like to update the personal information we hold about you, or if you believe that the personal information we hold about you is incorrect, you may do so by contacting us on the details below.
- We will endeavour to comply with your requests as quickly as possible, and no later than 28 days from receipt of your request, unless the complexity of your request is such that we require a longer time period, in which case we will notify you.
- If we detect a breach of data security which we believe is likely to result in a risk to your Privacy Rights and Freedoms, we will notify you as soon as possible and will also report it to the ICO.

Other websites

Our website may contain links and references to other websites. Please be aware that this notice does not apply to those websites as we cannot be responsible for the privacy policies and practices of sites that are not operated by us, even if you access them via our website.

Transferring your information outside Europe

From time to time the information you provide to us may be stored and/or processed in countries outside of the EEA. If we transfer your information outside of the EEA we will ensure your privacy rights continue to be protected, by providing safeguards in the transmitting of said data and through ensuring any third parties we use to store or process data outside of the EEA have signed up to suitable regulatory standards (such as the EU-US Privacy Shield Framework). Where we are unable to ensure that this is case, we will inform you and you will have the option to request that your data not be stored or processed by these organisations.

By submitting your personal information to us you agree to the transfer, storing or use of your information outside the EEA in the manner described above.

Updates to the Privacy Statement

We will always ensure that the most recent version of this document is accessible via our website.

Lankelly Chase

How to contact us

If you wish to contact us for any of the reasons set out above, or if you have any questions, concerns or complaints about our privacy policies, please email us at: enquiries@lankellychase.org.uk or write to: The LankellyChase Foundation, Greenworks, Dog and Duck Yard, Princeton Street, London WC1R 4BH.

You may also find further help and information at: <http://www.ico.org.uk/>

Document Created Date: 25th May 2018

Document Last Updated: 25th May 2018