

Privacy Notice

Your privacy is important to The James Beattie Charitable Trust (“We”/“Us”), and we are committed to safeguarding it. This privacy notice sets out how we will treat your personal information.

Personal Data Collection – what we collect

Personal data, or personal information, means any information about an individual from which that person can be identified. The charity may collect, store and use the following kinds of personal information:

- Identity data, such as name, title and job role.
- Contact data, such as telephone number, email address, postal address.
- Technical data (cookies), such as information about your computer and about your visits to, and use of, our website (which may include your IP address, geographical location, browser type and version, referral source, entry page, exit page, length of visit, number of page views, route taken through this website, and similar information). This information is collected for the purpose of improving our website and communications. 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 our website may become inaccessible or not function properly.

If you choose not to provide us with your personal information, we may not be able to respond to your request or grant application.

Personal data collection – how we collect it

We collect personal information from you in the following ways:

- When you enquire about, or apply for, funding.
- When you provide a grant review or evaluation.
- When you provide responses to our requests for feedback.
- When we access publicly available information about you, such as that found on the Charity Commission database, your own website, or social media sites.
- Any other information that you choose to send to us.

Using Personal Data

Personal information submitted to us via our website, via email or post, over the telephone, in person or by any other means will be used for the purposes specified in this privacy statement. We may process your personal data for the reasons detailed below:

- **Grant applicants:** Personal information provided to us via our website, via email or post for the purpose of submitting a funding application will be used as appropriate by the trustees to complete a thorough assessment of your proposal. By providing us with your information, including personal data, and signing our application form you will be providing your explicit consent to the collection of any information you provide and its retention on our database. We may approach other funders who have supported you previously and share information with them. We may use your data to contact you by phone or email to ask questions about your application or organisation, or for grant reporting or feedback purposes.
- **Grant enquiries:** If you have not applied to us before and you contact us via our website, or by telephone, email or post to make an enquiry, the information that you provide will be held as is necessary for our legitimate interests in dealing with your enquiry and our analysis of enquiries received.
- **Publicity:** If you are successful in your application, we may use the photographs you provide, and a short description of your grant, to publicise our grant-making activities on our website and elsewhere.
- **Knowledge sharing purposes:** We may use your data to advise you of other funding opportunities, to alert other funders or applicants of your existence if we reasonably consider this to be in your interest, or to facilitate knowledge between third sector organisations.
- **Website users:** Our website uses cookies. This data will be used to enable your use of the services available on the website and to improve your browsing experience.

Justification

This information is processed according to Article 6 of the General Data Protection Regulation for the following reasons:

- As consented by you to process your data as part of the grant application and management process.
- As necessary for the performance of a contract to which you are party.
- As necessary in the pursuit of the legitimate interests of the charity.
- For compliance with legal obligations, such as providing full and accurate information to the Charity Commission concerning the activities of the Trust, or assisting criminal investigations where required for the detection and prevention of fraud.

Retention Period

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. We reserve the right to hold data related to grant applications for archive purposes, and to help inform future grant making policy/processes.

Personal Data Security

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

We will store securely the digital personal data you provide, using password management tools. Any personal data you provide on paper will be stored in locked cabinets at our main administrator's office.

Disclosures

With the exception of the provisions made in this privacy statement, we will not provide your information to third parties.

Cross-border Data Transfers

Information that we collect may be stored and processed in, and transferred between, any of the countries in the EU in accordance with this privacy statement. In addition, personal information that you submit for publication on our website will be published on the internet and could be accessed globally.

Your Rights

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- To be informed that your personal information is being collected (at the point of collection), the purposes for which it is being processed, retention periods, and with whom your data will be shared;
- To access personal data held and processed by us;
- To rectify any personal data that is inaccurate or incomplete;
- To request that we erase any personal data held about you;
- To restrict our processing of your personal data (for example, to ask us to suspend the processing of personal information to establish its accuracy or the reasons for processing it);
- To request the transfer of personal data to a third party (data portability);
- To object to processing in certain circumstances, including preventing the use of your data for direct marketing; and
- To request human intervention if automated decision-making or profiling is used.

Requests in respect of the above should be made in writing to the charity trustees at the registered address of the charity, or by e-mail to admin@jamesbeattietrust.org.uk. Please

also note that proof of identity may be required. Please contact us using the same means if you have any reason to believe that information we hold about you is inaccurate. We will aim to respond to your request within one month from the date of receiving the request. Please note that we may, where legally permitted, reject any such request or limit the scope of our response (for example if, in the circumstances, the right does not apply to you).

You will not generally have to pay a fee to exercise any of your rights described above. However, we may charge a reasonable fee if you make a request to see a copy of your personal information which is clearly unfounded or excessive. Alternatively, we may refuse to comply with your request in such circumstances. We may also charge a reasonable fee if you request further copies of the data following a request. The fee will be based on the administrative costs of providing further copies.

If you have concerns about how we use your data, you have the right to complain to the Information Commissioner's Office at www.ico.org.uk.

Privacy Statement Update

We may update this privacy statement from time to time by posting a new version on our website. Please check occasionally to ensure you are happy with any changes. By continuing to use our services and our website, you are accepting such changes.

Other websites

Our website contains links to other websites that are not under the control of, or maintained by, this charity. We are not responsible for the content or reliability of the linked websites. We provide these links for your convenience only and advise you to read the privacy statements of each website before providing any personal information to the organisations that maintain them.

Contact Us

If you have any questions about this privacy statement or our treatment of your personal information, please email us at admin@jamesbeattietrust.org.uk.