

The Connaught Trust Privacy Policy

Introduction

This Privacy Policy sets out details of the information that we, The Connaught Trust, may collect from you and how that information may be used. Please take time to read this Privacy Policy carefully.

About Us

In this Privacy Policy we use "**we**" or "**our**" or "**us**" to refer to The Connaught Trust and how we are using your personal information. In the event that you have any queries, comments or concerns in respect of the manner in which we have used, or potentially will use, your personal information then you should contact us directly on enquiries@connaught-trust.co.uk and we would be happy to discuss further.

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or make an application for a grant.

Log Data

Like most website owners, we collect information that your browser sends whenever you visit our website ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our site that you visit, the time and date of your visit, the time spent on those pages and other statistics. We use Metricool to collect, monitor and analyse this data to improve the content of our website and to make it more relevant and helpful to our visitors.

Cookies

Like many sites, we use "cookies" to collect information. A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies do not provide us with access to your computer or any information about you other than that which you have shared with us. Cookies allow websites and applications to store your preferences to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. Look for information such as "*Delete and manage cookies.*"

Data Requested from you

If you apply for a grant, personal data is required to access the suitability of the application. This may be collected via e-mail, in a hard copy document or over the phone.

We collect your:

- a) Name
- b) Rank/position in applying unit
- c) Contact details, such as postal address, email address and telephone number (including mobile number)
- d) Unit details to include its location
- e) Numbers benefiting from the grant funding
- f) Social network details such as Facebook address
- g) Bank account details if applying for a grant.

All uses of your information will comply with the GDPR and the Data Protection Act.

How do we collect your personal data?

Information may be collected directly from you when:

- a) You apply to us for a grant
- b) You complete an application form or newsletter subscription requests on our website
- c) You submit a query to us by letter, email or social media
- d) You correspond with us by letter, email, or social media
- e) You supply feedback in the form of photographs/reports relevant to the grant received.

How will we communicate with you?

We may communicate with you in a range of ways, including by telephone, SMS, email, and/or post. If we contact you using the telephone number(s) which you have provided (landline and/or mobile), and you are not available which results in the call being directed to a voicemail and/or answering service, we may leave a voice message on your voicemail and/or answering service as appropriate. We will include enough basic details to enable you to identify who the call is from, detail as to the reason for the call and how to call us back.

We may also communicate with you by SMS and/or unencrypted email (where you have provided us with your SMS or email address).

How we use your personal data?

We may 'process' your information for several different purposes (**“processing” is essentially the language used by the law to mean using your data**).

- To process your application for a grant for consideration by the Trustees
- To provide you with funding in the event a grant is approved
- To keep records of our contact with you
- To keep you aware of the work of the Connaught Trust
- Where we have an appropriate need to retain your data to further the objectives of the Charity
- To cross reference your application with other service organisations such as SERFCA, WRFCA and the Ulysses Trust.

The failure to provide your information will mean that we are unable to process your application for a grant.

We will from time to time carry out marketing to promote the grant giving and objects of the Trust. There is an expectation that recipients of grants will provide material such as photographs/reports relevant to the grant received and this will be used in the promotion of the Trust. Your consent to use this data will always be requested.

We may disclose your information to the third parties listed below for the purposes described in this Privacy Policy. This might include:

- All the Trustees of the Connaught Trust
- The Executive to the Trust
- Third party services providers such as the Trust's lawyer, accountant, website designer or marketing consultant.

If you no longer wish to receive marketing newsletters, you can click on the "unsubscribe" link that appears in all of them, otherwise you can always contact us using enquiries@connaught-trust.co.uk to update your contact preferences.

If you no longer wish to receive non-website based marketing information, please contact us.

How long do we keep personal information for?

We will only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes set out in this Privacy Policy and to comply with our legal and regulatory obligations. If you would like further

information regarding the periods for which your personal information will be stored, please contact us using via enquiries@connaught-trust.co.uk

You are entitled to the following under data protection law

Under Article 15(1) of the GDPR we must usually confirm whether we have personal information about you. If we do hold personal information about you, we usually need to explain to you:

- i. The purposes for which we use your personal information.
- ii. The types of personal information we hold about you.
- iii. Who your personal information has been or will be shared with.
- iv. Where possible, the length of time we expect to hold your personal information. If that is not possible, the criteria we use to determine how long we hold your information for.
- v. If the personal data we hold about you was not provided by you, details of the source of the information.
- vi. Whether we make any decisions about you solely by computer and if so details of how those decision are made and the impact they may have on you.
- vii. Your right to ask us to amend or delete your personal information and we legally have 30 days to do this.
- viii. Your right to ask us to restrict how your personal information is used or to object to our use of your personal information.
- ix. Your right to complain to the Information Commissioner's Office.

We may update this Privacy Policy from time to time to ensure that it remains accurate, and the most up-to-date version can always be found at www.connaught-trust.co.uk

This Privacy Notice was last updated on 08.06.2023