

Introduction

Welcome to the Beeston Consolidated Charity's privacy notice.

Our Charity respects your privacy and is committed to protecting your personal data. This privacy notice will inform you about how we look after your personal data when you visit our website and if you make an Application for funding to us or otherwise have dealings with us. It will also tell you about your privacy rights and how the law protects you.

This notice is provided in a way that you can click through to the specific areas set out below. Alternatively you can download a pdf version of the policy here [\[LINK\]](#). Please also use the Glossary at the end to understand the meaning of some of the terms used in this privacy notice.

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1. IMPORTANT INFORMATION AND WHO WE ARE

Purpose of this notice

This privacy notice aims to give you information on how the Charity collects and processes your personal data if you send us an Application for funding or through your use of this website, including any data you may provide through this website or through other dealings that you have with us.

This website is not intended to be used by children.

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

Beeston Consolidated Charity is the controller and responsible for your personal data (collectively referred to as "the Charity", "we", "us" or "our" in this privacy notice) that we hold.

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. So if you have any questions, 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: Beeston Consolidated Charity

Name or title of data privacy manager: The Secretary

Email address: info@beestonconsolidatedcharity.org.uk

Postal address: PO Box 10425, Nottingham NG9 9GN

Telephone number: 07854 310 327

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 25 May 2018 and historic versions 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 because they will also apply to your data.

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 names, last name, username or similar identifier, marital status, title, and date of birth.
- **Contact Data** includes email address and telephone numbers. If you are an organisation, then we will need this information as well the name of your points of contact.
- **Financial Data** includes savings and debts, income, outgoings, if you are an organisation then this may include your accounts, and bank account details if you provide them as part of your application.
- **Transaction Data** includes details about payments to you and other details of support you have from us or other agreed third parties.

- **Technical Data** includes internet protocol (IP) address, your login data, 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 living circumstances, application and grants awarded and your feedback, survey responses and any username and password.
- **Usage Data** includes information about how you use our website and support and that of agreed third parties.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and agreed third parties and your communication preferences.

We may 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.

We do not ask for any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences - BUT if you include any of that information voluntarily in your Application or communications with us or your application relates mostly to a child or someone with a disability or health issues then this will be stored and used in the same way as your other data. Your Application form will make special mention of this.

If you fail to provide personal data

Where we need to collect personal data by law, or for dealings we have with you and you fail to provide that data when requested, we may not be able to progress your application or continue support for you 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 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 support from us or any agreed third parties;
 - responding to our queries and those of any agreed third parties that are or maybe also supporting you
 - request information about our support or similar marketing to be sent to you;
 - enter a survey; or
 - give us some feedback or provide updates.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns.

We do not currently collect this personal data by using cookies, server logs and other similar technologies but if we start to do so we will provide an update to our website together with 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 the following parties:
 - (a) analytics providers such as Google based outside the EU;
 - Identity and Contact Data or the contents of your application and enclosures from charities and other support agencies that may refer you to us and who are based inside the EU.
 - Identity and Contact Data from publicly available sources such as Companies House and the Charities Commission based inside the UK.

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 consider and then provide the support you are applying for.
- 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.

Click [\[here link to next section\]](#) 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 processing any sensitive personal data that you have provided or for sending third party direct marketing communications to you via email or text message. You have the right to withdraw that consent at any time by contacting us. If you have provided us with sensitive/special personal data and then withdraw your consent, we will delete it as quickly as possible from our records though our IT back-ups may still have copies of that data until the back-up is refreshed. [e may also have provided your application to agreed third parties or used some data in compliance with law and where that is the case, we will ask them to delete it as far as practicable.

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
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		interest
To register you as a new applicant, partner, referrer or supplier	(a) Identity (b) Contact	Performance of a Contract with you
To process your application and other contract including: (a) Manage payments (b) Collect and recover money owed to us in the event of fraud or error (c) work with agreed third parties in support of your application or due to referral of you by them	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing and Communications	(a) Performance of a Contract with you (b) Necessary for our legitimate interests (to fulfil compliance and our charitable aims)
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to provide feedback, leave a review or take a survey	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a Contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how applicants and related people access and benefit from our support and that of agreed third parties and to fulfil compliance and our charitable aims)
To enable you to complete a survey	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications	(a) Performance of a Contract with you (b) Necessary for our legitimate interests (to study how people and organisations use our support, fulfil compliance and our charitable aims)
To administer and protect our charity and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our charity, provision of administration and IT services, network security, to prevent fraud and in the context of a reorganisation, merger or group restructuring exercise) (b) Necessary to comply with a legal obligation and to fulfil our charitable aims
To deliver relevant website content to you and measure or	(a) Identity	Necessary for our legitimate interests (to study how people and

understand the effectiveness of the information we serve to you	(b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	organisations use our support, to fulfil compliance and our charitable aims and to inform our marketing strategy)
To use data analytics to improve our website, support offering, marketing, applicant and third party relationships and experiences	(a) Technical (b) Usage	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)
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	Necessary for our legitimate interests (to develop our products/services and grow our business)

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing. Please contact us for details of choices you can make.

Third-party marketing

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

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by contacting us at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of your application, service experience or other support relationships.

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 see our cookie policy on this website once cookies are introduced

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 [\[Glossary\]](#).
- Third parties to whom we may choose to transfer, or merge parts of our charity or other operations or our assets. Alternatively, we may seek to merge with other charities or not-for-profit organisations. If a change happens to our charity, then the new owners may use your personal data in the same way as set out in this privacy notice.

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, BUT where we are seeking to refer you on to another charity or not-for-profit organisation then they will be able to use the data for that purpose and for any support that they might consider giving you. Where you have been referred to us from another organisation then we may need to contact them and update them about that and this will contain some relevant personal data.

6. INTERNATIONAL TRANSFERS

Our email is provided by external third parties and they may be partly based outside the European Economic Area (EEA), if so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded 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 European Commission. For further details, see European Commission: Adequacy of the protection of personal data in non-EU countries.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, see European Commission: Model contracts for the transfer of personal data to third countries.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US. For further details, see European Commission: EU-US Privacy Shield.

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

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 relevant 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.

Details of retention periods for different aspects of your personal data are available on request.

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 click on the links 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 our Data Protection Manager at the address stated at the beginning of this notice.

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

APPLICATION

Application means an application for funding that you send to us or that someone provides on your behalf, in any form.

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.

External Third Parties means:

- Charity or not-for-profit Partners acting as processors or joint controllers based in the EU who we might refer you to, with your consent, as they may be able to provide you with relevant support or such parties that may have referred you to us and with whom we work and report back to.
- Service providers acting as processors based outside of the UK who provide IT and system administration services.
- 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:

- 10.1 **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.
- 10.2 **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.
- 10.3 **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.
- 10.4 **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.
- 10.5 **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.
- 10.6 **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.
- 10.7 **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 and our partners may not be able to provide support to you. We will advise you if this is the case at the time you withdraw your consent.