



Privacy and Data Protection Statement

Introduction

The Wight Aid Foundation is committed to protecting your privacy. This statement explains how we collect and use the personal information you provide to us whether online or via phone, mobile, email, letter or other correspondence.

The Wight Aid Foundation is committed to being fair, open, honest and transparent in relation to the collection, processing and sharing of your personal data - in full accordance with the new General Data Protection Regulations (GDPR). We are under a lawful obligation to comply with the requirements of the Data Protection Act 2018, the General Data Protection Regulations (GDPR) 2016.

By using our website, any of our services or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

The Wight Aid Foundation is a grant making foundation who raise funds from Island companies, investors and individuals looking for an effective way to support our unique community and distributes to a range of charities and good causes on the Isle of Wight.

The Wight Aid Foundation is registered as a charity in England and Wales (registered charity number 1166476)

The Wight Aid Foundation
Elm Lane
Calbourne
Isle of Wight
PO30 4JY

Call: **01983 555915** or email admin@wightaid.org

If you have any questions or queries about this Privacy and Data Protection Statement, please contact our Admin Team using the above address and contact details.

Data Protection Laws

In carrying out our day to day activities we process and store personal information relating to our supporters and we are therefore required to adhere to the requirements of the Data Protection Act 1998/General Data Protection Regulations 2018 (GDPR).

We take our responsibilities under these acts very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with that Act and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations.

Personal data in our databases is only accessible by appropriately trained staff and volunteers who need to access your personal information as an essential part of their role. We employ security technology including firewalls and encryption to safeguard personal data and have procedures in place to ensure that paper and computer systems and databases are protected against unauthorised disclosure, use, loss and damage.

You can be confident that:

We will never release your information to organisations outside of The Wight Aid Foundation for their marketing purposes.

We only use personal information in the ways we need to and that is expected of us.

- We will keep you up to date with our work, including how we are raising awareness, promoting our grant giving as well as our fundraising activities.
- But, we only use your personal information to do this if you have previously given consent.
- We will make it easy for you to tell us how you want us to communicate with you, including how to opt out from future communications - and we promise your request will be respected straight away.
- We will be especially careful and sensitive when engaging with vulnerable people or those we have reason to believe might be vulnerable
- We take all reasonable care to safeguard your personal information through security policies and secure business processes.
- We will always provide easy ways for you to contact us.

How we collect personal information

We obtain personal information from you when you enquire about our activities, register with us, send or receive an email, make a donation to us, ask a question about our services or otherwise provide us with your personal information.

Grantmaking

For grant making we gather information from grant applications and information you share with us as part of the application, assessment and monitoring process. We may also use

publicly available information (your website and news reports for example) to assist in this process.

Fundraising and Supporter Communications

We collect information:

- * Directly from you at events, when you subscribe to our newsletters, or make a donation
- * Indirectly, if you donate via a fundraising platform such as Just Giving, Virgin Money Giving or CAF, where you have given them permission to pass your details to us
- * Social media – where you share information with us
- * To help us be more efficient in our fundraising, we will sometimes use publicly available information from sources such as Companies House, news reports and LinkedIn

What information do we collect?

The Wight Aid Foundation is what's known as the 'controller' of the personal data you provide to us. We will usually collect basic personal data about you like your name, postal address, telephone number, email address if you are supporting us or if you have applied for a grant with us we collect the data given on the grant application, monitoring reports and case studies.

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).

| Data we collect | What we use it for |
|---|---|
| Names, addresses, telephone numbers, email addresses | To contact you in connection with a specific enquiry or funding application; to keep you updated on our services or activities and events |
| Information gathered from business and social media sources in the public domain, eg LinkedIn, Charity Commission | To build a picture of your organisation's background, aims and objectives in order to match potential funders to a project, event or activity |
| Information related to grants such as financial details, project outcomes and outputs | To assess a grant application, and to enable us to support and monitor a grant once it has been made |

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

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

How we use your information

Grantmaking

Information we collect will include the name and address of your organisation, its purpose, financial standing, and contact details of the relevant officers. In making an application and accepting any grant awarded you give us permission to process this information; however, you can withdraw your consent at any time by writing to us.

We will use the information you provide only for the purposes of assessing a grant application, for managing or monitoring any grant awarded, and to help keep you informed of relevant community developments and grant opportunities.

In making an application you are responsible for proving, when required, that you have the necessary agreement and permission of any individuals identified in the application to pass their information to us. This includes permission to use any photographs included in the application or in grant reports as part of the grant monitoring process.

We do not make any decisions about grant awards using automated processes.

Fundraising and Supporter Communications

Our ability to continue to make grants to the local community depends heavily on our continued fundraising.

If you give us your personal information at an event we have organised, by signing up to our newsletter, or by connecting with us on social media, we will use it to send you information about the work of The Wight Aid Foundation, news about projects, and appeals for funding. We will only email you this information with your consent, which you may amend at any time. If we send you information by post, we will always make it easy for you to ask us not to do so in the future.

If you give us your personal information in the process of making a donation to us, we will use your information in order to keep an accurate record of the donation and in case we need to contact you for necessary administrative purposes regarding your donation. Unless you opt out of receiving charity marketing, we will also add you to our supporters list and send you information as outlined above. You may opt out of this at any time including at the point of making a donation.

Data Security

We have in place physical, electronic and managerial procedures to safeguard and secure the personal information we collect. All our employees and data processors, who have access to, and are associated with the processing of personal data, are legally obliged to respect the confidentiality of all personal data.

Electronic data and databases are stored on secure computer systems and we control who has access to information. Paper copies of any personal data that are stored in secure locked cabinets.

Unless required to do so by law, we will never share your information with third parties unless we have your explicit permission to do so. This may be necessary for certain grant programmes, but we will always explain this to you and seek your permission before sharing.

How long we will keep your data

Grantmaking

We will not keep personal information for longer than necessary and will destroy information securely according to our data retention schedule. Information provided through successful grant applications and grant monitoring reports may be retained for up to 2 years after our last date of contact with the organisation.

Fundraising and Supporter Communications

We retain information about Gift Aided donations as required by HMRC and for audit purposes for a minimum of 6 years.

Information about supporters and donors is retained for 2 years after the last interaction, to help us communicate with you appropriately, to identify trends, and to fundraise more effectively. You may ask us to stop using your data at any time, and subject to our audit and HMRC responsibilities, you may ask us to delete your data. We may then keep the minimum necessary information in a file for monitoring purposes.

Information about contact points for local community bodies and organisations is kept until we are asked to stop sending information or advised of a new contact.

Legal Basis of processing

Data Protection regulations permit the processing of your data under 6 different legal bases.

When processing your data, we rely on the following bases, depending on the purpose of the processing, and how we use it to communicate with you:

Consent basis: we rely on your consent when sending you information by email about our work or fundraising appeals

Legitimate interest basis: we rely on legitimate interests when sending you information by post about our work for fundraising appeals and invitation for our networking events. When we do this, we will always provide you with easy ways to ask us not to send such information in the future.

Contractual basis: when you apply for a grant we will utilise your data in accordance with our terms and conditions to process your application and monitor your use of the grant if you are successful.

Legal obligation basis: We utilise this basis for processing data for gift aid and where necessary for regulatory matters.

Your rights

Under the EU General Data Protection Regulation, which comes into force on May 25th 2018 you have the following rights:

1. The right to access your personal information
2. The right to edit and update your personal information
3. The right to request to have your personal information deleted
4. The right to restrict processing of your personal information
5. The right to object
6. The right to lodge a complaint with a supervisory authority

Rights to access, remove or correct personal information

You have the right to request a copy of the information that we hold about you and this is free of charge. Please complete the Subject Access Request Form which is attached or contact us on 01983 555915.

If a member of the public asks for their personal data to be removed from our current record systems, this will be done within one month of the request being received. The same timescale will apply when we are notified that personal information needs to be corrected or updated.

You can also opt out of email correspondence immediately by following the links to unsubscribe.

Other websites

On our website we occasionally provide links to other websites for your convenience and information. Please be aware that these sites may have different security and privacy policies and we have no control over and take no responsibility for any information submitted to these sites

Changes to our privacy notice

This notice will be amended in the light of any relevant changes in legislation or related good practice. This privacy notice was approved by the board of Trustees on 17th May 2018.

How to contact us

Please contact us if you have any questions about our Privacy and Data Protection policy. Our contact details are as follows:

- By email: admin@wightaid.org
- Or write to us: The Wight Aid Foundation, Elm Lane, Calbourne, Isle of Wight, PO30 4JY