

SWAN FOUNDATION (SOUTH EAST) LIMITED

Privacy Notice

How we use your personal information

Identity and contact details of Controller

Swan Foundation (South East) Limited (“Swan Foundation”) is a controller of personal information for the purposes of the General Data Protection Regulation (‘GDPR’). Our contact details for data protection purposes are as follows:

Data Protection Officer – Pilgrim House, High Street, Billericay, Essex CM12 9XY

Email – dpo@swan.org.uk

Phone: 0300 3032500Swab

Purpose of this Privacy Notice

This Privacy Notice tells you what to expect when the Swan Foundation processes personal information. It applies to information about Swan Foundations service users and applicants in dealing with grant applications. It tells you the purposes for which we may process your personal information and the legal basis for the processing (‘processing’ includes us just keeping your personal information).

Why we collect and store personal information?

Swan Foundation needs to collect, process and store personal information about you in order to consider applications and allocate funds to successful applicants.

Legal basis for processing

We use your personal data to liaise with you with regard to applications for grant funding.

We process your data because we have a legitimate interest to do so.

Information we may hold about you and how we use it

The information we hold on our records concerns our relationship with you. We hold contact details for you so we can communicate with you by your preferred means. The information we hold will have been provided by you (on application forms or when we communicate with you).

Periods for which we will store your personal information

We will only hold your records during the period of our relationship with you and for a set period afterwards to allow us to meet our legal obligations including resolving any follow up issues between us.

Sharing your personal information

There may be times when we will share your information with third parties for the purposes outlined below, or where we are legally required to do so. This could be:

- to comply with the law (e.g. the police, Inland Revenue, Council Tax Registration Officer, Social Security Fraud Act) or a court order
- where there is a clear health or safety risk to an individual or members of the public, evidence of fraud against Swan Foundation, other irregular behaviour or a matter Swan Foundation is investigating
- information required by our regulator, The Charities Commission or our external funders when monitoring Swan Foundation's activities.
- To protect the vital interests of an individual (in a life or death situation)

Our rights in relation to your information

The right to access your personal information

You have the right to ask us what personal information we hold about you, and to request a copy of your information. This is known as a 'subject access request' (SAR). SARs must be made in writing and you must include proof of your identity. We have one month to provide you with your information and you should specify exactly what information you are requesting.

We will advise you if there is some information we cannot provide. This could be if your request is manifestly unfounded or excessive, or if it would adversely affect the rights and freedoms or others. We may also refuse if the request would cost too much or take too much staff time to deal with.

The right to rectification

You can ask us to correct any mistakes in the information we hold about you. You can do this by emailing info@swanfoundation.co.uk or by post at Pilgrim House, High Street, Billericay, Essex CM12 9XY or by telephone on 0300 3032500.

The right to be forgotten

You have the right to ask us to delete personal information we hold about you if there is no reason for us to have it. This is not an absolute right and we will consider the circumstances of such a request and balance it against our need to hold the data.

The right to restrict or object to processing

In some circumstances you can ask us to restrict processing your personal information. This could be if you disagree with the accuracy of your information or the grounds under we are processing the information.

If we have disclosed your personal information to third parties, we must inform them about the restriction on processing, unless it is impossible or involves disproportionate effort to do so.

We must inform you when we decide to remove the restriction giving the reasons why.

The right to withdraw consent

You have the right to withdraw your consent for any processing you originally gave consent for, for instance, employment or education provision. However, you cannot withdraw consent if we have another legal reason for processing your data. In most cases, we process data for legitimate business reasons for which we do not need your consent.

Right to data portability

The right to data portability allows us to obtain and reuse your personal data across different services. It allows us to move, copy or transfer the personal data you have provided to us easily from one IT environment to another in a safe and secure way.

Changes to this Privacy Notice

We keep our privacy notice under regular review and will place any updates on our website you will be notified of any major changes to this policy.

Further information

For further information on how to request your personal information and how and why we process your information, you can contact us using the details below.

Data Protection Officer – Pilgrim House, High Street, Billericay, Essex CM12 9XY

Email – dpo@swan.org.uk

Phone: 0300 3032500

The Information Commissioner (ICO) is also a source of further information about your data protection rights. The ICO is an independent official body, and one of their primary functions is to administer the provisions of the GDPR.

You have the right to complain to the ICO at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

0303 123 1113 / <http://www.ico.org.uk>