

## Let June Make A Difference

### Privacy policy: for grant applicants and grant beneficiaries

Let June Make A Difference respects your privacy and we protect your personal information. This privacy policy explains what personal information we may collect about you and tells you how we look after your data when a grant application is made on your behalf.

#### 1. About us

We are Let June Make A Difference, a charity established in 2015 to provide one-off financial grants to assist children and young people aged up to 17 at the start of the academic year living or studying in North Kirklees. Our grants enable young people to participate in opportunities or experiences that are offered to them or to support

We are a charitable incorporated organisation (CIO) that is registered with the Charity Commission in England & Wales (charity registration number 1161633). The Trustees of Let June Make A Difference control and are responsible for your personal information.

Our address is 21 Hopton Hall Lane, Upper Hopton, Mirfield, West Yorkshire, WF14 8EA. If you have any questions about this policy, you can contact us by emailing [info@letjunemakeadifference.org](mailto:info@letjunemakeadifference.org)

You can find further information about your personal information rights at the Information Commissioner's Office website <http://ico.org.uk>

This version of our privacy policy was updated on 27 October 2019.

#### 2. What personal data do we collect?

When an organisation submits an application to us on your behalf, we ask for certain personal information about you to help us decide whether or not we can provide grant funding to you.

We also use this information to evaluate where our help is needed most and what our impact is on the lives of young people in North Kirklees.

Personal data, or personal information, means any information about you from which you can be identified.

If your application is successful, we use your information to administer your grant and to monitor how the grant has made a difference to you.

We also keep records relating to the people that we aren't able to support.

The information we collect about you is:

- Name
- Address
- Age
- Where you go to school or college
- Reason for the application
- The financial situation of your household

There are other types of information, known as Sensitive Data, that it might also be necessary for us to know about. This includes details about your:

- Health and well-being
- Racial or ethnic background
- Criminal convictions or offences

We will only collect this information if you agree with the organisation applying to us on your behalf that you wish us to have this information to support your application.

You can ask us to stop processing your Sensitive Data by contacting us at any time.

We may not be able to review or properly process your application if you don't want us to have certain personal information.

### **3. Collecting your personal information**

We collect data through the application form that the organisation applying on your behalf completes. Sometimes we arrange a meeting or have a phone call with that organisation to discuss your case. We may take notes during that conversation.

There are times when we need to collect data in order to protect your interests or where data is needed in the public interest.

### **4. Sharing your personal information**

There might be times when we have to show your personal information to other organisations who are interested in working with our charity to help us achieve our charitable objectives. For example, if we want to work in partnership with another charity in order to supplement the funding we are able to provide.

Some of the IT systems that we use to run our charity are operated by companies based outside Europe. There are times therefore when your data might be stored overseas.

We require anyone who has your personal information to keep it securely. They are not allowed to do anything with your information unless we tell them they can.

### **5. Keeping your personal information**

We will only keep your personal information for as long as necessary, given our charitable objectives. To work out how long we keep your personal information, we think carefully about what we need to do with your data, what is appropriate and what is the risk to you.

We may keep certain pieces of information about you once a grant has been made. This could be to resolve any potential disputes, to cross-check against future applications and to comply with other obligations, for example those around safeguarding.

### **6. Your legal rights**

If you have any concerns about how your personal information is handled, please contact us. We will comply with your requests within 30 days unless we have a lawful reason not to do so. In certain situations, you have the right to ask us to:

- Give you a copy of all your personal information
- To correct or delete your personal information
- To object or to restrict the processing of your personal information
- To ask us to give your personal information to someone else.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the organisation in charge of data protection issues in the UK <http://ico.org.uk>

## **7. Data security and data breaches**

We will do our best to ensure that your data is safe by storing it securely. Unfortunately, the sending of information via email and the internet is not completely secure and therefore we cannot guarantee the security of your data. Once we have received your information, we have systems and procedures in place to stop unauthorised people accessing it.

In the event that a breach of our systems occurs and your data is no longer safe, we will inform you through the organisation that introduced you to us. We will tell you what has happened, the possible consequences and what we are doing to put the situation right. If necessary, we will notify the Information Commissioner's Office (ICO) in accordance with the law.

**Date: 27 October 2019**