

PRIVACY POLICY

The Charles and Elsie Sykes Trust (Registered Charity Number 206926) is a grant-making charitable Trust. This privacy policy explains how we use any personal information we collect about you when you make an application to the Trust to be considered for a grant for your charity.

TOPICS

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WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you make an application to the Charles and Elsie Sykes Trust ('the Trust') on behalf of a charity for a grant from the Trust. We also collect information about you when you contact the Trust eg in order to make enquiries about the Trust or the status of your application. This personal information is likely to be your name and contact details.

We also hold personal information in relation to the Trustees of the Trust. This information includes their full name and address, phone numbers, email addresses, date of birth, gender and National Insurance numbers.

We do not use cookies.

HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your application and in order to contact you to let you know whether or not your application to the Trust has been successful.

The Charles and Elsie Sykes Trust will not use your information for any other purpose other than to contact you in relation to your application to the Trust. We do not share your personal data with any other third parties.

Unsuccessful applications to the Trust are destroyed six months following the meeting at which they are considered at.

Successful applications to the Trust are kept for three years following the meeting at which they are awarded a grant.

All applications to the Trust should be made in paper format. We cannot accept applications by email at this time.

We hold electronic databases of applications made to the Trust for our own records. Any personal data entered onto these electronic databases is deleted six months following the meeting at which they relate to.

YOUR RIGHTS

Under the General Data Protection Regulations individuals have the following rights:

- 1) A right of access to a copy of the information comprised in their personal data;
- 2) A right to object to processing that is likely to cause or is causing damage or distress;
- 3) A right to prevent processing for direct marketing;
- 4) A right to object to decisions being taken by automated means;
- 5) A right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- 6) A right to claim compensation for damages caused by a breach of the Data Protection Act 1998.

ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of the personal information, please email or write to us using the contact details below.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we will place any updates on this website. This privacy policy was last updated on 16 May 2018.

All details received by the Secretary will be held under the security systems of LCF Law Ltd.

HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you:

Email – helen.hawley@lcf.co.uk

Post – The Charles and Elsie Sykes Trust
First Floor, The Exchange
Station Parade
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