

The Charles & Elsie Sykes Trust

Privacy Policy

The Charles and Elsie Sykes Trust (Registered Charity Number 1204728) 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. This privacy policy aligns with applicable data protection laws, such as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

TOPICS

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- How we protect, retain and dispose of your information
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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 to make enquiries about the Trust or the status of your application. This personal information is limited to 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 and date of birth.

We do not use cookies.

HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to enable us to process your application and to contact you to let you know whether your application to the Trust has been successful.

The Charles and Elsie Sykes Trust will not use your information for any 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.

All applications to the Trust should be made using the online application form.

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 of 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 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.

HOW WE PROTECT, RETAIN AND DISPOSE OF YOUR INFORMATION

Applications to the Trust, including personal data stored on electronic databases and any paper copies, are destroyed two years after the meeting at which they are reviewed.

Data security protocols for grant applications are set by our Legal Adviser who provide the systems needed to administer the trusts grant giving activities.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we will place any updates on this website.

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:

Updated and reviewed by trustees June 2025