

The Slavanka Trust

Data Privacy Notice

The Trustees of The Slavanka Trust are committed to ensuring the privacy and security of your personal data. The following Privacy Notice sets out the personal data that is collected about you as the representative of an organisation who is applying for a grant or for Partnership. It includes how and why we process your personal data, who we share it with, and your rights and choices when it comes to your personal data.

In this Privacy Notice, when we refer to "personal data", we mean information which could directly identify you (for example, your name or e-mail address). "Process" or "processing" means just about any conceivable use of personal data, including recording, storing, viewing or disclosing personal data.

The Slavanka Trust (Registered Charity No. 1072342 Company No. 3648722) is the data controller of your personal data.

If you have any questions about your personal data which are not answered by this Privacy Notice, please contact The Company Secretary, The Slavanka Trust, 3 Neyland Close, Tonteg, Pontypridd, Rhondda Cynon Taf, CF38 1HH.

How we collect your personal data

Grant Applications – when you apply to The Slavanka Trust for a grant it is necessary for you to submit a grant application as set out in the Grant Application Guidelines. In order to process the application it will be necessary for you to provide contact details including:

- The name and address of the organisation
- The name and e-mail address of a suitable contact
- The names and e-mail addresses of suitable referees
- Other relevant contacts

If the grant application is successful, you will need to supply the following information:

- Bank account details of the organisation
- Grant Application Progress Report

By accepting a grant from The Slavanka Trust you will agree that your personal information (as listed above) will be retained in a safe and secure manner by The Slavanka Trust for a minimum of seven years. If you cease to be involved with the organisation for whom the grant was made it will be possible for you to apply for your personal details to be removed only if you provide details of an alternative person (with their consent).

By accepting the responsibility of providing a reference for your organisation, you will need to inform your referees that their personal data may be retained by The Slavanka Trust for a minimum of seven years.

Other relevant contacts may include local Churches, Christian organisations, Local Authorities, donors and those who have benefitted from your ministry, among others. None of the other relevant contacts will be approached without your agreement and all personal

information relating to them held by The Slavanka Trust will be destroyed as soon as the grant application process has been completed.

Partnership – if you apply to The Slavanka Trust for consideration of Partnership in the ministry of your organisation it will be necessary for you to provide contact details including:

- The name and address of the organisation
- The name and e-mail address of a suitable contact
- The names and e-mail addresses of suitable referees
- Other relevant contacts

If the Partnership application is successful, you will need to supply the following information:

- Bank account details of the organisation

By accepting a Partnership with The Slavanka Trust you will agree that your personal information (as listed above) will be retained in a safe and secure manner by The Slavanka Trust for seven years after the Partnership agreement ends. If you cease to be involved with the organisation with whom the Partnership was made it will be possible for you to apply for your personal details to be removed only if you provide details of an alternative person (with their consent).

By accepting the responsibility of providing a reference for your organisation, you will need to inform your referees that their personal data may be retained by The Slavanka Trust for as long as the Partnership lasts.

Other relevant contacts may include local Churches, Christian organisations, Local Authorities, donors and those who have benefitted from your ministry among others. None of the other relevant contacts will be approached without your agreement and all personal information relating to them held by The Slavanka Trust will be destroyed as soon as the Partnership ends.

How The Slavanka Trust processes your personal data

The Trustees and Company Secretary of The Slavanka Trust comply with their obligations under the GDPR (General Data Protection Regulation) by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

Your personal data will be used only in accordance as stated above under Grant Applications and Partnership.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others in order to carry out the Grant Application or Partnership process that you have requested. Your data will only be shared with third parties with your consent.

The Slavanka Trust

Registered Charity No. 1072342 Company No. 3648722

Rhif Elusen Gofrestredig 1072342 Rhif y cwmni 3648722

Registered in England & Wales - Cofrestrwyd yng Nghymru a Lloegr

The Company Secretary of The Slavanka Trust, as Controller, is the only member of the Trust who will share your personal data with a third party.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data held by The Slavanka Trust
- The right to request that The Slavanka Trust corrects any personal data if it found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for it to be retained by The Slavanka Trust
- The right to withdraw your consent to the processing at any time, which will also withdraw any Grant Application or Partnership request
- The right to request that the Controller provide the data subject with her/his personal data and, where possible, to transmit that data directly to another data Controller (known as the right to data portability) *[this only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the Controller processes the data by automated means]*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to processing personal data *[this only applies where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority; direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioner's Office

Further processing

If The Slavanka Trust wishes to use your personal data for a new purpose not covered by this Data Privacy Notice, you will be provided with a new notice explaining the new use prior to commencing the processing and setting out relevant purposes and processing conditions. Where and whenever necessary your prior consent will be sought prior to the new processing.

Contact details

To exercise all relevant rights, queries or complaints please contact *The Company Secretary, The Slavanka Trust, 3 Neyland Close, Ton-teg, Pontypridd, Rhondda Cynon Taf, CF38 1HH* in the first instance.

You can contact the Information Commissioner's Office by telephone on 0303 123 1113 or at:

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