

<b>Privacy Notice: Grant Applicants and Grant Beneficiaries</b>
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At Buttle UK, we respect your privacy and we protect your personal information. This privacy notice tells you about how we look after your personal information when a grant application is made by you or on your behalf.

**1. Important information and who we are**

We are Buttle UK, a charity registered with the Charities Commission in England & Wales (charity registration number 313007) and the Office of the Scottish Charity Regulator in Scotland (charity registration number SCO37997). We are a charitable trust and so the Trustees of Buttle UK control and are responsible for your personal information. Our address is 15 Greycoat Place, London SW1P 1SB.

If you have any questions about this policy, you can contact us by emailing [privacy@buttleuk.org](mailto:privacy@buttleuk.org). You will also find further information about your personal information rights at the Information Commissioner's Office website: <https://ico.org.uk/>.

This version of our privacy policy was last updated on 23<sup>rd</sup> May 2018.

**2. The data we collect about you**

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

When an organisation submits an application to us on your behalf, (or when you apply directly to us) we ask for certain personal information about you so that we can work out whether or

not we can provide grant funding to you. We also use this information to establish the long-term impact of grant-giving and to identify any gaps in our service provision.

If your application is successful, we use your information, to administer your grant and to record and monitor the benefits that our charity is able to provide to you. We also keep records relating to unsuccessful applications.

This is the type of information we might collect from you:

<b>Contact Data</b>	name, address, email address, telephone number.
<b>Other Relevant Data</b>	date of birth, reasons for the application, financial situation.
<b>Communications Data</b>	emails, notes and records of conversations.
<b>Sensitive Data (if you would like to give us this)</b>	information about your health and well-being, racial or ethnic background and information about criminal convictions or offences.

As regards any Sensitive Data, we will only collect this from you if wish us to have the information to support your application or where the organisation applying on your behalf confirms that (i) it is necessary to protect your vital interests or those of somebody else or (ii) it is necessary for reasons of substantial public interest. You can ask us to stop processing your Sensitive Data by contacting us at any time.

### **If you don't provide personal information**

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

### **3. Disclosures of your personal information**

We may have to share your personal information with certain organisations and preferred retailers in order to provide you with the necessary products or where we order products on your behalf, or where other services are available that we may be willing or able to fund. For example, we might provide your Contact Data to bed suppliers or white goods suppliers in order to process our orders for delivery to you.

At some point, we might need to show your personal information to other organisations who are interested in working with our charity to pursue its charitable objectives. This may include for the purposes of seeking supplementary funding for your application from these organisations.

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.

#### **4. How long will you use my personal information for?**

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.

#### **5. Your legal rights**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns about data protection before you approach the ICO so please contact us first.

#### **You also have the right in certain circumstances to ask us:**

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