

## **Barrow Cadbury Trust Privacy Statement**

At Barrow Cadbury Trust (which for the purpose of this policy includes T2A, Connect Fund and Fair by Design Campaign) we are committed to protecting and respecting your privacy.

This Policy explains when, why and what personal information we collect about people who visit our website, subscribe to any of our e-newsletters or apply for a grant: how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this policy from time to time so please check this page from time to time to ensure that you are happy with any changes. By using our website you accept the conditions set out in this privacy policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [m.okelly@barrowcadbury.org.uk](mailto:m.okelly@barrowcadbury.org.uk) or by writing to Barrow Cadbury Trust, Kean House, 6 Kean Street, WC2B 4AS. Alternatively, you can telephone 0207 632 9060.

### **Who are we?**

Barrow Cadbury Trust is an independent, endowed, charitable foundation.

### **How do we collect information from you?**

We obtain information about you when you use our websites, for example, when you complete the contact form, when you submit an online expression of interest or application, or when you sign up to receive any enews from our websites, from an enews itself, or via Twitter.

As part of the grant application process you supply us with information about yourself and your organisation.

### **What type of information is collected from you?**

The personal information we collect might include your name, name of the organisation you work for, email address, IP address, and information regarding what pages are accessed and when, which we will access via Google Analytics for evaluation and monitoring purposes.

### **Use of 'cookies'**

Like many other websites, the Barrow Cadbury Trust and its T2A, Connect Fund and any other websites we may have in the future, use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This information helps us to improve our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in some of our website features not functioning. For further information on cookies visit [www.aboutcookies.org](http://www.aboutcookies.org)

### **How is your information used?**

We may use your information to:

- Contact you regarding queries raised in the contact form;
- Carry out our obligations arising from any contracts, grants or other financial arrangements entered into by you and us;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;

- Send you communications which you have requested and that may be of interest to you.

For grant applicants we may use your information during the assessment process and, if a grant is awarded, to administer, monitor and evaluate the grant. We may also use the information you supply to contact you and others within your organization regarding matters that are relevant to the Trust's and your organisation's work.

Once the grant has ended the information will be stored for historical and research purposes. Electronic information is stored on our database and paper copies are transferred to and managed by Archives and Collections at The Library of Birmingham.

### **How long is the information held for?**

We keep our retention periods for personal information under review. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Information held within grant files may be held indefinitely for historical and research purposes and may be shared with researchers.

### **Who has access to your information?**

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

When we are delivering programmes in partnership with other funders or organisations your information may be shared securely with relevant contacts at the partner organisations when this is necessary.

Please be reassured that, apart from the grant information that is placed in our archive once a grant ends under the conditions described below, we will not release your information to third parties unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

### **Archives**

Some personal information may be held within grant files. This information will be held at the Library of Birmingham indefinitely, and is only accessible with the permission of the data controller, which is the Barrow Cadbury Trust. Researchers can request permission to access specific grant files and must set out the nature of the research and the reasons for requiring access. The researcher makes a signed declaration that:

- The research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while he or she is alive or likely to be alive (assuming a life span of 100 years).
- No personal detail can be recorded in the course of the research.
- The researcher is not permitted to make copies of any material.
- The researcher will not make the results of the research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller (the Barrow Cadbury Trust).

- The researcher understands that they shall become responsible for compliance with the General Data Protection Regulations in relation to any processing by them of personal data obtained from the records.

Paper copies of unsuccessful grant applications are kept for 12 months and then destroyed. Electronic versions are stored on the central database indefinitely.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us about our work, campaigns, events, surveys etc. which we think you might be interested in, or our e-news, you can unsubscribe on the communications themselves. Alternatively please send an email to the administrator [here](#), phone us on 0207 632 9060 or write to us at Barrow Cadbury Trust, Kean House, 6 Kean Street, London, WC2B 4AS.

### **How you can access and update your information**

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by the following methods: Send an email to the administrator [here](#) and request the information held about you; phone: 0207 632 9060 or write to us at Barrow Cadbury Trust, Kean House, 6 Kean Street, London, WC2B 4AS.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it is treated securely. Non-sensitive details (your email address etc.) are transmitted over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

We use MailChimp to process our mailing lists and FormAssembly to process grant applications, both of whose servers and offices are located in the United States, so data may be transferred, stored or processed in the United States. Both these organisations have certified their compliance with the EU-U.S. Privacy Shield Framework. To learn more about the Privacy Shield Frameworks visit the U.S. Department of Commerce's Privacy Shield website: [www.privacyshield.gov/welcome](http://www.privacyshield.gov/welcome). Apart from the above two organisations we will not transfer any personal information outside the European Economic Area.

### **Links to other websites**

Our websites may contain links to other websites run by other organisations. This privacy policy applies only to our websites, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

### **16 or under**

We are committed to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

**Review of this Policy**

We regularly review this policy. This policy was updated in August 2020.