

THE MATTHEW LUDLAM FOUNDATION

PRIVACY POLICY

Introduction

The Matthew Ludlam Foundation ('the Charity') is a grant-making charity. Applicants that meet its grant/applicant eligibility criteria apply for funds to support their projects, which are then awarded at the discretion of the Trustees.

The Charity adheres to the requirements of the General Data Protection Regulation 2018 (GDPR) and processes the personal data it collects under the lawful basis of 'legitimate interest'.

Contacting us

The Charity is a data controller in respect of your personal data. If you have any questions about its privacy policy or the way it processes your data, please contact:

The Trustees
The Matthew Ludlam Foundation
99 Palatine Road
Didsbury
Manchester
M20 3JQ

Email: Trustees@tmlf.co.uk

Why does the Charity collect your data and how is it used?

The Charity collects limited personal data about the person who makes a funding application to the Charity. The Charity has a legitimate interest in processing this data in order to offer an effective grants administration service.

The purpose of collecting this data is to:

- enable the Charity to ask you for additional information in support of your application
- inform you of the outcome of your application
- make one-off or staged payments to successful applicants
- monitor the progress of work that the Charity has funded
- maintain a contact history between the Charity and the applicant
- seek advice/guidance on behalf of another organisation that the Charity thinks may benefit from your experience

The Charity does not engage in any marketing activity.

What personal data does the Charity collect, and how?

Personal data is data that can be used to identify you or tells the Charity something about you. The Charity collects minimal personal data, only that which it considers necessary to communicate with you in relation to its core purpose of grant administration. This includes:

- Your name (including title, which may or may not reveal your gender)
- Your job title and place of work
- Your contact details
- Logs of communications that have been made between you and the Charity

The Charity collects this data directly from you when you:

- Submit a completed online application form
- Email or otherwise inform the Charity about a change in details
- Write to the Charity with the expectation that it will keep your details on file

The Charity aims to ensure accuracy and, if you tell it about a change, your record will be updated. If the Charity hears about a change indirectly but via a reliable source (e.g. one of your colleagues), your record will be updated. If you tell the Charity, or it finds out from another source, that you are no longer involved with any application, your contact record will be deleted.

Storing and deleting your personal data

The Charity uses its own database for administering grants. Information collected via the application form is stored directly in here. The database is reviewed annually, and any unnecessary personal data will be deleted.

The Charity uses Microsoft Office365 for day-to-day business use including email. Microsoft software is compliant with European law in relation to data and file security.

Information sharing and disclosure

The Charity will not, without your consent, supply any of your personal data to any third party except in the following circumstance:

- It is required to do so by law enforcement or regulatory bodies where this is required or allowed under the relevant legislation

Website

The Charity's website uses necessary cookies to help make the website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

None of those used collects personally identifiable information about you.

Your rights

The GDPR provides the following rights for individuals:

- The right to be informed about the collection and processing of your personal data
- The right of access to your data
- The right to rectification if the data held about you is inaccurate
- The right to erasure of your data (except in certain, specific circumstances)
- The right to restrict processing if you contest that it is being done unnecessarily or unlawfully
- The right to data portability (i.e. being given your data in a structured, digital format)
- The right to object to the use the Charity makes of your data

You can find out more about these rights and the GDPR in general, or make a complaint about the Charity in relation to its handling of personal data, by contacting the Information Commissioner's Office:

- Helpline: 0303 123 1113 Monday to Friday 9.00am – 4.30pm
- <https://ico.org.uk/>