

**THE HARDY FAMILY FOUNDATION**  
(Registered charity number: 1198707)

**PRIVACY POLICY**

**UPDATED AT 27 JUNE 2022**

**Our contact details**

Name: The Hardy Family Foundation (the “Foundation”)

Address: Flat 2, 15 Enfield Road, London N1 5EN

Phone Number: 07974 33 11 28

E-mail: thehardyfamilyfoundation@gmail.com

**The type of personal information we collect**

We currently collect and process the following personal data to the limited extent required to administer an application to the Foundation:

- Name of the applicant or contact person(s) at the applicant
- Contact details (including address and email address) of the applicant or contact person(s) at the applicant

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you in connection with an application to the Foundation.

We may also receive personal information indirectly, from an applicant to the Foundation.

We use the personal information we receive solely to the limited extent required to administer an application to the Foundation.

We may share this information with the Charity Commission or tax authorities if required to do so by law.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that we have a legitimate interest.

**How we store your personal information**

Your information is securely stored.

We keep your personal information for ten years. We will then dispose of your information by deleting any emails and documents received from an applicant which contain personal data.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the above contact details if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the above contact details.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>