

THE GREIG TRUST
PRIVACY POLICY
APPROVED 5TH FEBRUARY 2018

Privacy Information

Personal information is protected by legislation, specifically the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) 2003 and, from 25 May 2018, the General Data Protection Regulation.

Our legal basis for processing personal information

The Greig Trust gathers personal data primarily as part of the grant application process, including applicants' contact details, health, occupational and financial information. This personal data is required for us to process applications and will only be used by us for this purpose. You may withdraw your consent for us to use it at any time but please note that if you do so, we may be unable to proceed with your application. Please ensure that any individuals whose personal data is included in the grant application are provided with this information and agree to the submission of their information.

In respect of the other personal information provided the Trust processes this information without consent on the basis that it is in our legitimate interests to do so and where we are confident that such processing is not likely to prejudice the individual's legitimate interests or rights or freedoms. Our legitimate interests are that we intend to administer and monitor charitable grants.

How long we keep information

We keep the information provided by grant applicants for the duration of the grant relationship and for 7 years after last contact, which includes any payments made.

We keep the information on unsuccessful applicants for 12 months after the date of the application.

Keeping information up to date

If at any point an applicant believes the information we hold is incorrect they can request to see this information and have it corrected or in some cases deleted.

Individual's rights

Individuals have the right to ask us to stop processing their personal information, and if it is not necessary for the purpose provided it to us we will do so. Please contact The Greig Trust using the contact details provided on this form if you have any concerns.

Individuals also have the right to request a copy of the information The Greig Trust holds about them. Please contact sheila34taylor@gmail.com if you would like to do so.

If you would like to make a complaint about how we process your personal information please contact sheila34taylor@gmail.com. Where you are not happy with how your complaint is dealt with you should contact the Information Commissioner's Office (www.ico.org.uk). You are also entitled to make a complaint to the Information Commissioner's Office without first referring your complaint to us.