

PRIVACY NOTICE

The Thea and Heinz Skyte Charitable Trust (the “**Skyte Charitable Trust**”) is committed to protecting personal information and being transparent about what information we hold and for what purpose.

Your privacy

This notice applies to individuals whose personal information we process in the course of administering applications to the Skyte Charitable Trust for grant funding and the grants that the Skyte Charitable Trust makes. Please read this carefully to understand our practices regarding your personal information. We may update this page from time to time, so please check it regularly. If there are any significant updates we will inform those people with whom we are in regular contact, such as our current grantees. By using our website you accept the conditions set out in this Notice.

Who we are

The Skyte Charitable Trust is an independent, grant-making charity supporting young people by making grants for education and training.

We are a charitable incorporated organisation, registered in England and Wales, no. 1201039.

How we collect personal information

We collect information about you either directly or indirectly from applicants for grant funding via application forms and proposals, email communication, letters or information provided in other ways. Where we collect information about individuals from applicants for grant funding they must ensure they are lawfully able to share that information with us.

We do not use website cookies.

What personal information we collect and why

We must have a lawful reason for using your personal information. Most commonly, we use your personal information where:

- we need your personal information to enable us to make grants and to comply with our legal obligations (such as accounting and reporting obligations and our duties under trust law).
- we need to do so to pursue our legitimate interest of furthering our charitable activities. Grant-making is our core charitable activity and we hold information about organisations and individuals and have a legitimate interest in processing

personal information relating to grant applications, grants awarded and our wider grant-making-related activities.

- we need to do so to pursue our legitimate interest of ensuring that the Skyte Charitable Trust is run effectively and in an efficient manner.

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. We will not use your personal information for activities where the impact on you overrides our interests (unless, for instance, we are otherwise required or permitted to do so by law).

Some examples of the type of information we may collect and hold about you include your name, email address, postal address, telephone number, bank details, educational establishment attended, positions held (such as trustee/director) and, solely for our annual report, photographs.

How your information is used

We may use your information to:

- assess and process grant applications
- administer grants awarded
- keep a record of our relationship with you
- seek your views on the work of the Skyte Charitable Trust - there will be no obligation to respond
- prepare and publish an annual review of grants, reporting on the work of the Skyte Charitable Trust
- comply with applicable laws and regulations and requests from statutory agencies (such as HM Revenue & Customs and the Charity Commission).

If you require detail of the specific lawful basis for a particular use of information, please contact us using the details below.

Collecting and using 'special category' information

In the course of administering applications to the Skyte Charitable Trust, we may (depending on the nature of the application) be required to consider personal information which is given additional protection by law. This information (such as health, racial or ethnic origin, religious or philosophical beliefs, sex life or orientation, political opinions and trade union membership information), is known as 'special category' information.

We will only use special category information in limited circumstances where we are permitted to do so, most often where the individual has explicitly consented to us using their special category information and we ask that such information is only shared with us where it is necessary to do so for the purpose of a grant application or grant award.

Those sharing the special category information with us must ensure that they have obtained any necessary consent for us to receive and use the information provided.

Who has access to your information?

Your information is only accessible by trustees who are bound by appropriate policies and procedures to protect your information. We may also sometimes share your information:

- with our trusted service providers (for example, financial and legal advisors and website manager) who are authorised to work on our behalf and who are subject to contractual obligations
- with third party email providers;
- if you have agreed that we may do so; and
- as required or permitted by any law (for example, with HM Revenue & Customs or the Charity Commission).

Where we do share information with third parties we require them to have appropriate technical and security measures in place.

Data sharing outside of the European Economic Area (EEA)

We do not ordinarily share personal information outside of the EEA. However, some of our service providers (such as email providers) may store personal information outside of the EEA. To the extent that our service providers do share personal information outside of the EEA we ensure that adequate safeguards and protections are in place to comply with data protection law.

Protecting your personal information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those agents, contractors and other third parties who need it to assist in administering the Skyte Charitable Trust. They will only process your personal information on our instructions.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. However, the Internet is global and no data transmitted via the Internet can be guaranteed by us to be completely secure during transmission.

How long we keep your personal information for

We will keep your details on record for as long as it is necessary for the relevant activity and then for a period afterwards as determined by applicable legislation, regulations and best practice. This is likely to be a year for unsuccessful applications, to help with any subsequent correspondence, and three years for successful ones, to allow compilation of

our annual review of grants in which selected data will be permanently publicly available on our website.

Your rights

In certain circumstances, you have the following rights in relation to your personal information:

- to request a copy of the personal information we hold about you;
- to request us to correct any inaccuracies;
- to erase your personal information;
- to restrict our processing of personal information;
- to withdraw consent where we have relied on this to process your personal information;
- to object to our processing of your personal information; or
- to request us to transfer information you have given us to another organisation.

You can make a request by contacting us as set out below.

These rights are not available in all situations and, in certain circumstances, we may legally refuse your request. If we do, we will let you know the reason.

To find out more about your rights please contact us as set out below. Further details can also be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

Review

We keep this Notice under regular review. It was last updated in November 2023.

Contacting us and further information

If you would like any further information or have any queries, problems or complaints relating to this Notice or our privacy practices, please contact us:

The Trustees,

Thea and Heinz Skyte Charitable Trust

Email: skytecharitabletrust@gmail.com

If you have a complaint about the way we handle personal information and we are unable to resolve the issue, you have a right to contact the Information Commissioner's Office, the UK's data protection regulator. You can do so through their website at <https://ico.org.uk/make-a-complaint/>.