

## PRIVACY NOTICE

Policy number: 21

This Privacy Notice sets out the type of information the Trust for Oxfordshire's Environment (TOE) Ltd collects (or is supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

*The data controller for all information covered by this Privacy Notice is Trust for Oxfordshire's Environment (TOE) Ltd, hereafter referred to as TOE.*

### Who are we?

TOE is the independent environmental funder for Oxfordshire. TOE is a registered charity (1140563) and a company limited by guarantee (07492087) and an ENTRUST registered Environmental Body (137171).

### What data do we hold?

TOE collects and uses information about grant applicants, funders, partners, donors, supporters and suppliers. We keep records of email addresses, postal addresses and telephone numbers. We maintain the bank account details of all parties to whom we make financial payments. For individual donors we hold information about their tax status, where they have indicated that we can apply Gift Aid to their donations.

### How do we use your information?

We use your personal information in the following ways:

- To process and respond to enquiries
- To process funding applications
- To process income from funders and donors
- to provide you with information about our activities
- To approach existing and potential funders regarding funding support
- For internal record keeping

TOE does not send out newsletters or mailshots to individuals

### Who might we share your information with?

TOE will use your information within the organisation for the purposes for which it was obtained.

TOE will not share your personal data with any third party for marketing purposes.

- **Project applicants** – We will share your information with individuals who help us to assess and scrutinise funding applications; this will include a project assessor, TOE Grant Panel members and TOE Board members. These individuals will only act under our instruction, they will not use your data for their own purposes and they will keep all data secure
- **Funders** – We will only share your information with the TOE honorary treasurer and the TOE accountant.
- We do not sell personal information to other organisations.

- We will also comply with legal requests where disclosure is required or permitted by law (for example to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime, subject to such bodies providing us with a relevant request in writing).

#### **How long do we keep data?**

We only keep data for as long as is necessary for the relevant activity and in accordance with our Data Retention Policy, a copy of which is available from the TOE office as part of the Data Retention, Security, Data breach and Access Policy.

We publish on our website any changes we make to our data protection/information management policies.

#### **Is your data secure?**

- TOE holds data on three laptops, all of which are protected by secure passwords. Files are stored in the cloud and managed by an independent IT company with whom we have a contract which covers data security and privacy.
- Paper files are stored in the office in locked filing cabinets.
- Bank details are securely held on the bank website and in a locked filing cabinet.
- Assessors and Grant Panel members are instructed that they must not share the information with others and to keep grant application forms in a secure place. They are instructed to delete the application forms from their computers and/or to destroy hard copies once projects have been assessed and considered by the Grant Panel and TOE Board.

#### **Automated Decision Making and Profiling**

We do not use any form of automated decision making or the profiling of individual personal data.

#### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

#### **Transfer of data outside the European Economic Area (EEA)**

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract.

#### **How can you update, correct or delete your personal information?**

The accuracy of your information is important to TOE. We wish to ensure that we can communicate with you in ways that you are happy with.

You are entitled to:

- Know what personal information TOE holds about you and how that information is processed.
- Ask for your personal data to be corrected where you believe it is inaccurate.
- Withdraw your consent to the processing of your personal data by TOE and to ask for your personal data to be deleted.

There may be a lawful reason why we need to continue processing your data. If this is the case we will make it clear and discuss your concerns directly with you before we stop processing your data. If you wish to update the information we hold, then please contact us:

The Chief Executive, TOE, The Old Counting House, 82e High Street, Wallingford, OX10 0BS.

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Email – [casework@ico.gov.uk](mailto:casework@ico.gov.uk)  
Telephone – 01625 545745 or 0303 123 1113