



# *Parry Family Charitable Foundation*

## **Data Protection and Privacy Policy (UK) ©**

**15 August 2018**

***Reviewed & Updated 16<sup>th</sup> November 2024***

**Date of constitution: 24 October 2014**

**Charity registered in England and Wales No. 1159701**

## Overview

### 1. Background

In 2018 the government introduced new data protection legislation which included the collection, use and storage of personal information.

### 2. Use of personal information

The Foundation is committed to protecting the privacy of those we work with including anybody who accesses our website, but in line with the new legislation, we introduced a Data Protection and Privacy Policy ("Privacy Policy"). Our Privacy Policy does not apply to third party web sites that may be accessible through hyperlinks on our website, which have their own privacy policies that we encourage you to review.

### 3. Privacy Policy (see below)

We regularly review and update our policy to give assurance to everyone connected to our charity that we are committed to protecting their personal information and being transparent about how we use it. Our general approach is to keep information we collect to a minimum. By engaging with us in the ways set out in our Policy, you confirm that you have read and understood the entirety of this Policy as it applies to you. This includes anybody working for or on behalf of an organisation enquiring about a grant or having received a grant.

We explain in the policy below:

1. How we collect information
2. How we use that information
3. The legal basis for using the information
4. Who we share information with
5. Your legal rights
6. Contact details

The Foundation does not use cookies on its website.

## Privacy Policy

### 1. Introduction

The Parry Family Charitable Foundation (pfcf) is a grant-making charity established by members of the Parry family. Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we use personal data.

By engaging with us in the ways set out in our Policy, you confirm that you have read and understood the entirety of this Policy as it applies to you. This includes anybody working for or on behalf of an organisation enquiring about a grant or having received a grant.

We have policies, procedures and training in place to help our Trustees understand their data protection responsibilities and follow the data protection principles.

We have a nominated Trustee who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email [Enquiries@parrycharity.com](mailto:Enquiries@parrycharity.com)

The purpose of this policy is to give you a clear explanation about how and why we collect and then use your personal information.

### 2. Collection of Personal Information

We collect and use personal information about:

- Grant applicants
- Beneficiaries
- Donors
- Individuals at the organisations we work with
- Directors and trustees
- Consultants
- Suppliers
- Advisors

### 3. Categories of Information

We collect, process, hold and share information about:

- Personal - name
- Characteristics - gender, age
- Contact details - address, e-mail, telephone numbers
- Photographs and video clips for which verbal consent to use these on our website will be gained at the point when they are taken
- Qualifications - where relevant

### 4. Collection of Information

We collect information about you when you:

- Make a donation
- Apply for a grant from us
- Receive a grant from us

### 5. Use of Information:

We keep information on the following so that we can:

- Donors
  - ask them to donate again
  - ask for gift aid declarations
  - keep them up to date with the work that the charity is doing
- Recipients of Grants
  - contact them for information of how our grants are making a difference
  - contact them to find out if we can be of any further help to them
  - keep them up to date with the work that the charity is doing
- External Providers
  - contact them when we need to use their services
  - keep them up to date with the work that the charity is doing

### 6. Legal Basis for processing Personal Information

**We may collect and use your personal data or information:**

- if it is necessary for our legitimate interests and so long as its use is fair, balanced and does not unduly impact your rights. For example: to process a grant application.**
- with your consent. For example, to take and use your photograph. You can withdraw consent for this at any time.**
- as required to fulfil our legal obligations as a registered charity.**

## **7. Sharing of Data**

**We would share data with:**

- HMRC for gift aid declarations**
- The Charities Commission for accounting purposes**
- The general public through our website on donations made, events held and through our blogs**
- Where appropriate notice will be given prior to personal data being shared with outside agencies**

## **8. Retention Period**

**Whilst working with donors, consultants and receiving charities and for five years after those relationships come to an end.**

## **9. Governance**

**We process relevant personal information about existing and potential trustees**

## **10. Consultants and Advisors**

**We will use the personal information of consultants and advisors to share with relevant parties, e.g. The Charity Commission. Our legal basis for using your personal information in this way is for the performance of a contract.**

## **11. Suppliers**

**We will use the personal information of suppliers to pay them. Our legal basis for using your personal information in this way is for the performance of a contract.**

## **12. Complaints and General Enquiries**

If a complaint is raised with us, we will process the personal information that is provided to us to manage and resolve the complaint. Our legal basis for using personal information for this purpose is legitimate interest.

### **13. Data Subject Rights**

Persons on whom we hold data have specific rights under GDPR regulations these can be found on the Information Commissioner's Office (ICO) website which can be found at <https://ico.org.uk>

### **14. Access to Personal Data and Complaints**

If a concern arises please contact our Data Protection Officer (see Contact Details below)

For any subsequent concerns you can contact the ICO - <https://ico.org.uk>

### **15. Statement of Consent**

If we think you need to complete a Statement of Consent form, we will contact you. If you think you need to complete a form please contact our Data Protection Officer (see Contact Details below). See Appendix I for our Statement of Consent Form.

### **16. Other Matters**

Our Privacy Policy does not apply to third party web sites that may be accessible through hyperlinks on our website, which have their own privacy policies that we encourage you to review.

### **17. Contact Details**

- Data Protection Officer - Ann Parry
- Telephone - 01672 810082
- e-mail - <mailto:enquiries@parrycharity.co.uk>

## Cyber Security

Pfcf follows the guidance from the National Cyber Security Agency for small charities.

<https://www.ncsc.gov.uk/files/Charity%20Guide%20v3.pdf>

We will where appropriate:-

- Conduct regular training for trustees
- Implement robust password procedures
- Enable multi factor authentication
- Keep software and systems updated
- Backup critical data regularly

## Appendix I



# Parry Family Charitable Foundation

Charity registered in England and Wales No. 1159701

**Moles End Wootton Rivers Marlborough Wiltshire SN8 4NH**

### Statement of Consent

I consent to the use of my personal data in line with the PFCF Privacy notice for use as indicated below:

To contact me re further donations

To share my personal data for the purpose of claiming Gift Aid on my donations from HMRC

To publish details of my charitable work in relation to the charity that I am involved with and to publish related photographs on our website for the purpose of sharing our efforts with others

To share my personal details with the Charities Commission and HMRC in relation to the service that I provide to PFCF

I understand that I can withdraw this consent at any time by contacting the Data Protection Officer: Ann Parry  
Contact Details:

Telephone - 07791 830733

e-mail - <mailto:Enquiries@parrycharity.co.uk>

Name

Signature

Date