

## Let June

### Privacy policy: for organisations applying for a grant on behalf of a child or young person

Let June respects your privacy and is committed to protecting your personal information. This privacy policy explains how we collect and process your personal data when you apply for a grant on behalf of a child or young person or otherwise assist us in the work that we do.

#### 1. About us

We are Let June, a charity established in 2015 to provide one-off financial grants to assist children and young people aged up to 17 at the start of the academic year living or studying in North Kirklees. Our grants enable young people to participate in opportunities or experiences that are offered to them, or; support the purchase of medical related equipment or services.

We are a charity registered with the Charity Commission in England & Wales (charity registration number 1161633) under the name Let June Make A Difference. As a charitable incorporated organisation (CIO) the Trustees of Let June Make A Difference control and are responsible for your personal data.

Our address is 21 Hopton Hall Lane, Upper Hopton, Mirfield, West Yorkshire, WF14 8EA. If you have any questions about this policy, you can contact us by emailing [info@letjune.org](mailto:info@letjune.org)

You can find further information about your personal information rights at the Information Commissioner's Office website <http://ico.org.uk>

This version of our privacy policy was updated on 25 July 2021.

#### 2. About this privacy policy

Please read this privacy policy carefully. It explains what personal information we may collect about you when you apply for a grant on behalf of a child or young person and otherwise interact with us. This policy explains what we do with your personal data and who we may share it with. This policy also tells you about your rights in respect of the personal information we hold about you and how to contact us to exercise your rights or find out more about how we handle personal data.

In order for us to fulfil our charitable objectives we process personal data relating to grant applicants and beneficiaries, organisations that apply for grants on their behalf, members of the public, our partners and individuals we do business with (referred to in this policy as 'you').

We are committed to preserving the appropriate confidentiality, integrity and security of your personal data we process by complying with the Data Protection Act 2018 (which incorporates the provisions of the 2016 General Data Protection Regulation (GDPR)) and all applicable Privacy and Electronic Communications Regulations.

This version of our privacy policy was updated on 27 October 2019. From time to time this privacy policy is updated and we will post an updated version on our website.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **3. What personal data do we collect?**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We only collect the personal data that we need in order to operate our charity in the way that you would anticipate. We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

#### *Contact data*

- Full name
- Job title
- Email address
- Telephone number
- Organisation address

#### *Communications data*

- Emails
- Notes of conversations
- Records of conversations

### **4. Collecting your personal information**

We collect data through direct interactions. You may give us your contact and communications data when submitting a grant application by corresponding with us by phone, post, email or otherwise. This includes personal data you provide when you:

- Enquire about our charity
- Apply for a grant from us on behalf of a child or young person
- Liaise with us in respect of any such grant
- Voluntarily subscribe to our mailing list.

We may also receive personal data about you from various third parties. For example, we may receive contact data from publicly available sources such as Companies House and the Electoral Register.

Marketing data may be collected when you subscribe or unsubscribe from our direct marketing email communications or e-mail newsletters.

When you visit our website, we automatically collect some technical information from your computer or mobile device such as IP address, browser type and version, time zone setting, browser plug-in types, versions, operating systems and platforms, and information about your visit to the website and your use of it.

There are times when we need to collect data in order to protect your interests or where data is needed in the public interest.

## 5. Using your personal data

We will only use your personal data as the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to consider the grant application and process the grant to the beneficiary.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- From time to time, we will send interested parties, marketing communications by email about our services. We will only do so where you have expressly consented to receiving such emails and whenever we send such a communication, we include an option for you to unsubscribe from receiving further such communications.

The table below describes all the ways we could use your personal data and the legal basis on which we rely to do so. We have also identified what our legitimate interests are for doing so, where appropriate. Please contact us on [info@letjune.org](mailto:info@letjune.org) if you have any question about the legal basis on which we are relying to process your personal data.

<b>Purpose/activity</b>	<b>Type of data</b>	<b>Lawful basis for processing</b>
To review a grant application and communicate with you	(a) Contact (b) Communications	Necessary for our legitimate interests (to administer grants to support children and young people in line with our charitable objects).
To manage our relationship with you	(a) Contact (b) Communications	Necessary for our legitimate interests (for the administration of our charity and the provision of our services, to keep our records updated and to study how our charity is operating).

If you don't provide personal data Where we need to collect personal data by law, or in order to process a grant application or a donation and you don't provide that data when requested, we may not be able to fulfil our role in that respect.

## 6. Sharing your personal information

We will never pass your information on to other marketing providers and we will not sell your information to any third party.

There might be times when we have to show your personal information to other organisations who are interested in working with our charity to help us achieve our charitable objectives. For example, if we want to work in partnership with another charity in order to supplement the funding we are able to provide.

Some of the IT systems that we use to run our charity are operated by companies based outside Europe. There are times therefore when your data might be stored overseas. If the cloud service provider is based in the US and is part of the Privacy Shield, they will be required to provide similar protection to personal data shared between Europe and the US.

We require anyone who has your personal information to keep it securely and treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and their ability to process your personal data is limited to the specified purposes and is only done so when we tell them they can.

## 7. Keeping your personal information

We will only keep your personal information for as long as necessary, given our charitable objectives. To work out how long we keep your personal information, we think carefully about what we need to do with your data, what is appropriate and what is the risk to you.

We may keep certain pieces of information about you once a grant has been made. This could be to resolve any potential disputes, to cross-check against future applications and to comply with other obligations, for example those around safeguarding.

In some circumstances you can ask us to delete your data: see section 8 below. In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 8. Your legal rights

If you have any concerns about how your personal information is handled, please contact us. We will comply with your requests within 30 days unless we have a lawful reason not to do so. In certain situations, you have the right to ask us to:

<i>Request access to your personal data (commonly known as a "data subject access request")</i>	This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
<i>Request correction of the personal data that we hold about you.</i>	This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
<i>Request erase of your personal data</i>	This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
<i>Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as</i>	You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling

<i>you feel it impacts on your fundamental rights and freedoms.</i>	legitimate grounds to process your information which override your rights and freedoms.
<i>Request restriction of processing of your personal data.</i>	This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
<i>Request the transfer of your personal data to you or to a third party.</i>	We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We will try to respond to all legitimate requests within one month however it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case we will notify you and keep you updated.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the organisation in charge of data protection issues in the UK <http://ico.org.uk> We would however appreciate the chance to deal with your concerns about data protection before you approach the ICO so please contact us in the first instance.

## **9. Data security and data breaches**

We will do our best to ensure that your data is safe by storing it securely. Unfortunately, the sending of information via email and the internet is not completely secure and therefore we cannot guarantee the security of your data. Once we have received your information, we have systems and procedures in place to stop unauthorised people accessing it.

In the event that a breach of our systems occurs and your data is no longer safe, we will inform you through the organisation that introduced you to us. We will tell you what has happened, the possible consequences and what we are doing to put the situation right. If necessary, we will notify the Information Commissioner's Office (ICO) in accordance with the law.

**Date: 25 July 2021**