

Barrow Cadbury Trust Privacy Statement

Introduction

The Barrow Cadbury Trust is committed to protecting and respecting your privacy. This privacy statement explains about our practices regarding your personal information. As well as the Barrow Cadbury Trust website this privacy statement covers separate websites run by the Barrow Cadbury Trust, including the Fair By Design, Connect Fund and T2A websites.

We may change this privacy statement from time to time so please check this page regularly to ensure that you are happy with any changes. By using our website you accept the conditions set out in this privacy statement.

Who are we?

Barrow Cadbury Trust is an independent charitable foundation committed to bringing about socially just change. It is a company limited by guarantee number 5836950 and a registered charity number 1115476. Our address is The Foundry, 17 Oval Way, London, SW11 5RR.

How do we collect information from you?

We obtain information about you from grant application forms, email communications, when you sign-up to newsletters and e-news, or when you provide information to us in other ways. This includes information gathered through programmes which we run including Fair By Design, the Connect Fund and T2A.

What type of information is collected from you?

The personal information we collect might include your name, name of the organisation you work for, your contact details and your IP address.

The bases on which we collect and process your personal information

We collect and process your personal information for the following reasons:

- For fulfilment of the terms of a contract or agreement which we have entered into with you.
- For compliance with a legal or statutory obligation.
- In pursuit of a legitimate interest, where this does not override your own interests.
- Where you have consented to the use of your data for specific purposes, for example signing up to our newsletter.

How is your information used?

We may use your information to:

- Contact you regarding queries raised in the contact form;
- Carry out our obligations arising from any contracts, grants or other financial arrangements entered into by you and us;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;
- Send you communications which you have requested and that may be of interest to you.

For grant applicants we may use your information during the assessment process and, if a grant is awarded, to administer, monitor and evaluate the grant. We may also use the information you supply to contact you and others within your organization regarding matters that are relevant to the Trust's and your organisation's work.

Once the grant has ended the information will be stored for historical and research purposes. Electronic information is stored on our database and paper copies are transferred to and managed by Archives and Collections at The Library of Birmingham.

How long is the information held for?

We keep our retention periods for personal information under review. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Information held within grant files may be held indefinitely for historical and research purposes and may be shared with researchers.

Who has access to your information?

We will not sell or rent your information to third parties. When we use third party service providers, we disclose only the personal information that is necessary for them to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

When we are delivering programmes in partnership with other funders or organisations your information may be shared securely with relevant contacts at the partner organisations when this is necessary. Grant information is placed in our archive once a grant ends under the conditions described below.

We may also share your personal information with third parties if: you have requested us to do so; we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime; we need to share it with our professional advisers, for example, our accountants, auditors, bankers, insurers or lawyers; or we need to share your personal information with a regulator, for example, making returns to HMRC or reports to the Charity Commission.

Use of 'cookies'

Like many other websites, the Barrow Cadbury Trust and its T2A, Connect Fund and any other websites we may have in the future, use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This information helps us to improve our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in some of our website features not functioning. For further information on cookies visit www.aboutcookies.org

Archives

Some personal information may be held within grant files. This information will be held at the Library of Birmingham indefinitely, and is only accessible with the permission of the data controller, which is the Barrow Cadbury Trust. Researchers can request permission to access specific grant files and must set out the nature of the research and the reasons for requiring access. The researcher makes a signed declaration that:

- The research will not be used to support measures or decisions with respect to particular individuals and will not cause or be likely to cause substantial damage or substantial distress to any person who is the subject of those data while he or she is alive or likely to be alive (assuming a life span of 100 years).
- No personal detail can be recorded in the course of the research.
- The researcher is not permitted to make copies of any material.
- The researcher will not make the results of the research available in a form that identifies any data subject without the consent in writing of the data subject or the data controller (the Barrow Cadbury Trust).
- The researcher understands that they shall become responsible for compliance with data protection laws in relation to any processing by them of personal information obtained from the records.

Paper copies of unsuccessful grant applications are kept for 12 months and then destroyed. Electronic versions are stored on the central database indefinitely.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive further communications from us about our work, campaigns, events, surveys etc. which we think you might be interested in, or our e-news, you can unsubscribe on the communications themselves. Alternatively please send an email to the administrator [here](#), phone us on 0207 632 9060 or write to us at Barrow Cadbury Trust, The Foundry, 17 Oval Way, London, SW11 5RR.

Your rights

The accuracy of your information is important to us. You have the right to **ask us to correct personal information** that we hold about you which is incorrect, incomplete or inaccurate.

You have the right to request a copy of the information we hold about you (commonly known as a 'subject access request'). You can make a request by the following methods: Send an email to the administrator [here](#) and request the information held about you; phone: 0207 632 9060 or write to us at Barrow Cadbury Trust, The Foundry, 17 Oval Way, London, SW11 5RR.

In certain circumstances, you also have the right to:

- **Ask us to erase your personal information** from our files and systems where there is no good reason for us continuing to hold it.
- **Object to us using your personal information** to further our legitimate interests (or those of a third party) or where we are using your personal information for direct marketing purposes.
- **Ask us to restrict or suspend the use of your personal information**, for example, if you want us to establish its accuracy or our reasons for using it.
- **Ask us to transfer your personal information** to another person or organisation.

If you have given your consent to us processing your personal information, you have the **right to withdraw your consent** at any time.

If you make a request to exercise any of these rights, we may need to ask you to provide information to help us confirm your identity. This is a security measure to ensure that personal information is not disclosed to someone who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely. Non-sensitive details (your email address etc.) are transmitted over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Some of our third party service providers are based outside the UK and the European Economic Area (EEA). For example, we use Mailchimp to send our e-news and Form Assembly to process grant applications. If you receive our e-news, the information you provide to us may be stored and/or processed by Mailchimp in the USA. Whenever we transfer your information outside the EEA we ensure your privacy rights continue to be protected.

Links to other websites

Our websites may contain links to other websites run by other organisations. This privacy policy applies only to our websites, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

16 or under

We are committed to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We regularly review this policy. This policy was updated in August 2022.

Questions or complaints

Any questions regarding this privacy statement should be sent by email to m.okelly@barrowcadbury.org.uk or by writing to Barrow Cadbury Trust, The Foundry, 17 Oval Way, London, SW11 5RR. Alternatively, you can telephone 0207 632 9060.

If you are not satisfied with our response, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues - <https://ico.org.uk/make-a-complaint/>.