

The Lark Trust Privacy Statement

At The Lark Trust we're committed to protecting any personal data you share with us, or that we receive from other organisations and keeping it safe. Please read the following policy to understand how your personal information will be treated. For the purpose of the Data Protection Act 2018 (the UK DPA [Data Protection Act] 2018 which modifies the EU GDPR by filling in the sections of the Regulation that were left to individual member states to interpret and implement), the data controller is The Lark Trust. Any questions regarding this policy should be sent to admin@thelarktrust.org.

Why do we need your information?

The Lark Trust is a grant giving charity supporting Wellbeing and the Arts. In order to be effective in its role, it may collect personal data from applicants as part of the application process. The following policy describes how we will do this.

How do we collect information from you?

We obtain information about you when you:

- Enquire about our activities
- Apply for a grant, and any follow-up grant related communications

What type of information is collected?

The personal data we collect might include your name, address, telephone number and email address. We process your information when you:

- Donate
- Apply for a grant
- Complete a grant monitoring form

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between grantees and The Lark Trust are often long term, and so we expect to keep your data for as long as the relationship exists, or until we no longer need it.

Sensitive personal data - Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. We do not collect this type of information.

We may also collect personal information from others working with The Lark Trust:

- 1 consultants commissioned by The Lark Trust to enact the management of its affairs on behalf of the trustees;
- 2 professional advisers and service providers including third party solicitors and auditors and providers of book-keeping, banking and investment advice and management services.

How do we use your data?

In general, we may collect your full name, email address, workplace address and other necessary contact details such as telephone numbers to ensure effective communications in the reasonable pursuance of the charitable, public benefit functions of the Charity as a grant making organisation, in particular, but not limited to:

- To process your grant applications or other communications with you
- To keep a record of your relationship with us
- To ensure we know how you wish to be contacted

Information on grantees

We collect the information described below in order to solicit and process applications for grants from The Lark Trust:

- Names and address, email, phone number and other relevant contact details and preferences
- Purpose and details about an application for a grant
- Any other information needed for the assessment of a grant which may include financial, family, education and employment information
- Details about any grant which was made
- Information about our relationship with you, correspondence, meeting notes;

Who has access?

You have the right to ask for a copy of the information we hold about you and to have inaccuracies in your information corrected. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. We will only disclose your information should we be required to do so by law.

Security of your data

Non-sensitive details (your email address etc) when transmitted normally over the internet cannot be guaranteed to be 100% secure. Whilst we take all possible means to protect your personal information, we cannot guarantee the security of any information you transmit electronically to us, and you do so at your own risk. We keep your data secure in our database with appropriate security mechanisms in place (**both in terms of our procedures and the technology we use**). In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data. Examples are given below:

- We will share information on grant applicants with the The Lark Trust trustees and may do so with the Lark Trust legal advisors, banking service providers and accountants where necessary for the proper administration of the grants and the Lark Trust. We will also publish data on grant recipients for groups/organisations (amounts/name of group/purpose) but we anonymise details for any individual grantees

Some of our suppliers run their operations outside of the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside of the EEA.

Our responsibilities

The law requires us to tell you the basis on which we process your data.

- Some activities require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity
- In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your “interests or your fundamental rights and freedoms are not overriding”. *Practically speaking this means we carry out an exercise to check that we will not cause your harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.*

We will keep data for as long as is needed to complete the task for which it was collected.

Your Rights

The law requires us to tell you that you have a variety of rights about the way we process your data. These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so
- You may request a copy of the data we hold about you
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so.

If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

Cookies

The Lark Trust website does not use cookies.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact: admin@thelarktrust.org