

# Information and Data Protection Terms



## Personal Information

- a. This section sets out the basis on which we process your Personal Information.
- b. Personal information means information which relates to a living individual who can be identified from that information such as names, e-mail addresses, personal home addresses, personal phone numbers, personal bank account details, personal description and photograph, etc. ("**Personal Information**").
- c. Postcode Community Trust ("**we**", "**our**", "**us**") are committed to protecting and respecting Personal Information. We will treat Personal Information securely.
- d. We are the data controller for the purpose of the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679) ("**Data Protection Legislation**").
- e. If you have any questions, comments and requests regarding your Personal Information (including how to object to us processing your Personal Information) please contact: [info@postcodecommunitytrust.org.uk](mailto:info@postcodecommunitytrust.org.uk).
- f. If you are unhappy with how we handle your Personal Information, you can notify the Information Commissioner's Office (ICO) by calling their helpline on: 0303 123 1113.
- g. **Collecting Personal Information.** We will collect the following Personal Information:
  - i. **Application Process:** Personal Information we collect from you or that you provide to us during the application process. This includes, information that you give us by: creating an account on our site; filling in the online expression of interest; filling in the online application form; or by corresponding with us by phone, e-mail, post or otherwise; and
  - ii. **Funding Process:** Should you be successful in your application, Personal Information we collect from you or that you provide to us during the funding process. This includes, information that you give to us by: filling in the Funding Agreement; or by corresponding with us by phone, e-mail, post or otherwise.
- h. **Use of Personal Data.** We will use the Personal Information for the following purposes:
  - i. **Application Process:** to create your online account with us, to process and determine your expression of interest and application form; to contact you in relation to your account, expression of interest and application form;
  - ii. **Funding Process:** to process the Funding Agreement; to contact you in relation to the Funding Agreement and / or the funding; to contact you regarding a monitoring visit; to contact you regarding the evaluation process for your funding; to contact you regarding the promotion of use of player's funds; and
  - iii. **Direct Marketing:** if you have provided your express consent, to provide you with our updates and information on future funding opportunities and our upcoming events.
- i. **Legal basis for processing Personal Information:** We will process the Personal Information on the following legal basis:

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- i. **Application Process:** as is necessary for the performance of a contract;
  - ii. **Funding Process:** as is necessary for the performance of a contract; and
  - iii. **Direct Marketing:** on the basis of your express consent only.
- j. **Sharing Personal Information:** We will share the Personal Information with:
- i. Postcode Lottery Limited, a company incorporated under the Companies Acts in England (Company Number: 4862732) with its principal place of business at 28 Charlotte Square, Edinburgh EH2 4ET and Registered Office address at Titchfield House, 69/85 Tabernacle Street, London, EC2A 4RR, operator of People's Postcode Lottery ("PLL") to contact you regarding the promotion and marketing of use of player's funds;
  - ii. Salesforce.com, a company incorporated under the companies Act in England (Company number 05094083) with its principal place of business at Floor 26 Salesforce Tower, 110 Bishopsgate, London, United Kingdom, EC2N 4AY, to process and store your data. We will disclose your personal details to this third party as it supplies us with a customer relationship management database, for purposes including processing grant applications and storing information on grant applicants;
  - iii. Primate Incorporated Limited, a company incorporated under the Companies Act England and registered in Scotland (Company Number: SC390484) with its principal place of business at 1-3 Canon Street, Edinburgh, EH3 5HE and Registered Office address at 6 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG, to process and store your data. We will disclose your personal details to this third party as it supplies us with a customer relationship management database, for purposes including storing information on grant applicants;
  - iv. Grayling Communications Limited, a company incorporated under the Companies Act England and registered in England (Company Number: 3140273) with its Registered Office address at 26 Southampton Buildings, London WC2A 1AN, to process and store your data. We will disclose your personal details to this third party as it supplies us with PR services; and
  - v. SurveyGizmo Limited, is a company incorporated under the Companies Act with its principal place of business at 4888 Pear East Circle, STE 100 West, Boulder Colorado 80301; this company will process and store your data within the EU. Data is shared with this third party as it supplies us with an application form building and processing service. This is required for processing grant applications and storing information on grant applicants.
- k. **Retention Periods:** We will not hold your Personal Information for any longer than is necessary for the "uses" outlined above, unless we are required to keep your Personal Data to comply with the law and any regulatory requirements.
- l. **Your rights:** Under the Data Protection Legislation you have certain rights in relation to your Personal Data:
- i. You have the right to access the Personal Information we hold about you by making a subject access request in accordance with the Data Protection Legislation. Until 25

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May 2018 we may charge a fee of £10 for any requests. After 25 May 2018 we may charge a reasonable fee when a request is manifestly unfounded or excessive. You can make your request to: [info@postcodecommunitytrust.org.uk](mailto:info@postcodecommunitytrust.org.uk).

- ii. You have the right to have your Personal Data rectified if it is inaccurate or incomplete. You can exercise your request by contacting: [info@postcodecommunitytrust.org.uk](mailto:info@postcodecommunitytrust.org.uk).
- iii. You have the right to have your Personal Information deleted in certain specific circumstances.
- iv. You have the right to restrict the processing of your Personal Information in certain specific circumstances.