

# Privacy Notice

Under Data Protection Act 2018 (U.K.); and the Privacy and Electronic Communications Directive 2002/58/EC (updated by Directive 2009/136/EC) as implemented into English law Anti-Spam Laws: Privacy and Electronic Communications (EC Directive) Regulations 2003 (U.K.). Collectively known as UK General Data Protection Regulation (UK GDPR)

## Introduction

This document explains how Hertfordshire Community Foundation (HCF) uses data about individuals.

### Why do we need your information?

We believe that thriving communities with caring people and strong voluntary groups give everyone the chance to achieve their best. Thriving communities are built on time, money and effort that enable ambition to be achieved, potential fulfilled and ends to be met. We use personal data to help organise the giving of that time, money and effort in Hertfordshire. HCF Training and Development also needs to provide a limited amount of personal data when reporting to funders.

### Whose data do we collect?

We hold data on those who have given financial or other support to HCF, those who might do, and those who apply to HCF for grants or for advice and training, whether on behalf of an organisation or personally.

### How we obtain your data

The majority of the information we hold about you has been provided directly to us by you. In some cases we may collect data from someone else. Examples include where existing supporters feel you may be interested in supporting our work and suggest your name to us, or data collected via a service provider like JustGiving or Virgin Money Giving.

We also collect data from publicly available sources. Examples include information gathered from a news article or on-line media, including social media like LinkedIn or Twitter. We may also use publicly available directories and information such as the Royal Mail's National Change of Address database and Companies' House.

## What we do with your data and why

### Supporters and Volunteers

The core purposes of our data processing are to:

- build financial and volunteer support for HCF through various fundraising and marketing activities,
- send communications to you about HCF,
- administer donations (including but not limited to funds which are subject to Fund Agreements),
- administer volunteering opportunities and programmes where we match volunteers with community needs,
- administer membership and
- promote the aims and objectives of HCF through our activities.

We may use data obtained other than from you to ensure that your contact details are up to date, to plan our fundraising (including using indicators of affluence so as to reflect the possible level of donation someone is able to make) and to ensure that appropriate due diligence is carried out to safeguard the assets and reputation of HCF.

We collect the following classes of information:

- name(s) and address, email, phone number and other relevant contact details and preferences,
- relevant family or friends information including information on successor advisors,
- occupation, skills and professional activity and network(s),
- financial information and interest in philanthropy,
- records of donations including assets used to make donations, Gift Aid status etc.
- records of volunteering for HCF,
- information about our relationship with you, correspondence, meeting notes, attendance at events etc and
- information necessary for us to manage funds you have established or supported including information on successor advisors.

### Information on Grantees and those supported by advice and/or training

We collect the information described below in order to solicit and process applications for grants, advice and training from HCF. Some of the information may also be processed in the ways described above under "Supporters and Volunteers."

We collect the following classes of information:

- name(s) and address, email, phone number and other relevant contact details and preferences,
- purpose and details about an application for a grant, advice or training
- 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 and
- information about our relationships with you, correspondence, meeting notes, organisational needs analysis (ONA), attendance at events etc.

## Protecting your Data

We keep your data secure in our database with appropriate security mechanisms in place. 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 provide information to HMRC on Gift Aided donations since we have a legal obligation to provide this information.
- We will share information on grant applicants with grant panel members and donors. These are volunteers working with HCF. We will also publish data on grant recipients for groups/organisations (amounts/names/purpose) but we anonymise details for any individual grantees.
- We may share basic information on the attenders at an event or function or meeting with the host or other person who has a volunteer role in HCF.
- We may pass data to other organisations, known as Data Processors, to enable them to provide specific services to us. An example would be providing data to a mailing house in order to send a newsletter. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than that which we have requested.
- HCF Training and Development will share information as appropriate with their advisors, partners, training providers and funders as required to administer their programme

Some of our suppliers run their operations outside the UK. 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 the UK.

## COOKIES

Like many organisations, our web site may use “cookies.” Cookies are portions of text that are placed on your computer’s hard drive when you visit certain websites. We may use cookies to tell us, for example, whether you have visited us before or if you are a new visitor and to help us identify features in which you may have the greatest interest. Cookies may enhance your online experience by saving your preferences while you are visiting a website.

We will let you know when you visit our website what types of cookies we use and how to disable such cookies. When required by law, you will have the ability to visit our website and refuse the use of cookies at any time on your computer

## Our responsibilities

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

- Some activities (for example sending you emails which promote HCF’s interests) 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.

- Other activities are carried out to fulfil a contract or agreement. Examples include holding funds which are subject to Philanthropy Agreements or organising a ticketed event. Each requires us to know who you are and to process your information in order to do the thing you have asked us to do. If a contract is in place then we will process your data based on that contract.
- 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 overridden.
- We will keep data for as long as is needed to complete the task for which it was collected. Relationships between donors, grantees and HCF are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it.

### 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 then if so requested we will do so within 14 days. Activities like processing donations, or managing a Philanthropy Agreement, may mean we cannot entirely stop processing your data.
- You may ask for your data to be removed under certain circumstance as set out in Article 17 of the GDPR
- If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

### 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 us:

Hertfordshire Community Foundation, Foundation House, 2-4 Forum Place, Fiddlebridge Road

Hatfield AL10 0RN. T: 01707 251351, E: [office@hertscf.org.uk](mailto:office@hertscf.org.uk)

By: Governance Committee

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