THE OLFORD BEQUEST – PRIVACY POLICY

This policy covers:

- the types of information we collect about you
- how we collect and use it
- who we might share it with
- the steps we'll take to make sure it stays private and secure
- the rights to your information

More information:

If you have any concerns regarding data that we hold or that you think we might hold then please let us know. We take storage of all data seriously. Please contact: The Clerk to the Trustees at info@olfordbequest.org.uk

Who we are:

The Olford Bequest is a registered charity (Registered Charity No. 306936).

The Olford Bequest is the 'data controller' for the information in this overview. This means we are responsible for deciding how we use your information.

The information we collect:

The information we collect comes directly from you when either contacting us directly, by sending us a grant application, or through an event hosted by the charity and attended by yourself.

The Olford Bequest may receive personal information about you, such as your name, address, telephone number, email address, and other details relevant to your grant application. Photographs may be taken and published on our website or other relevant media where consent from yourself is explicitly given.

How we will use your information:

We will only collect your information to process your requested grant application or related enquiry.

We will only use your information where we are allowed to by law. e.g. carrying out an agreement we have with you, fulfilling an obligation because we have a legitimate interest or where you agree to it.

Who we can share your information with:

We will not share your information with third parties unless you have given explicit consent to do so or it is essential to completing the grant application you have undertaken with us.

How long we will keep your information:

The length of time we will retain your data will vary according to what the interaction was with us. This will typically be a period of 4 years covering the time from your grant application and completion of study at university. We ensure that all data no longer required is destroyed in a safe manner.

Your data will be stored safely.

Your rights:

You have a number of rights relating to your information. e.g. to see what we hold and to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint etc.

Please contact the Data Protection Lead as referred to above for more information.