



Privacy policy

Introduction

This Privacy Policy applies to information Sheila Coates Foundation collects about individuals who interact with our Foundation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, you are welcome to contact us at enquire@sheilacoates.foundation.

Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Applying for a grant	Name, email, job role	Legitimate interests - it is necessary for us to store information in order for us to fulfill your intention to apply for a grant and your expectation that we will process your application, monitor and receive your progress reports. Consent - you have given your active consent.

Being awarded a grant	Name, email, job role, bank details	<p>Legitimate interests</p> <p>- it is necessary for us to store information in order for us to fulfill your intention to receive funding of a grant from us and your expectation that we will monitor your project and receive your progress reports.</p> <p>Consent - you have given your active consent</p>
Website functionality	Website activity collected through cookies	<p>Legitimate interests</p> <p>- it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your application before you have fully completed the process.</p>

Grant applicants

We will only ask for as much information as we need to effectively consider a grant application, to manage an award if you are successful and to monitor its progress. Any information you submit to us must comply with your own data handling policies. We will never request personal information about young people. In submitting an application you are agreeing to us processing your data for these purposes and in the ways outlined in this privacy policy.

How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us
- handle applications or other communications that you initiate
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

When we share your data

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors
or
- we are required by law to share your data.

How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years if we still require it.

Rights you have over your data

You have a range of rights over your data, which include the following.

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and are affected.

Guiding principles

Sheila Coates Foundation (SCF) is committed to being an organisation which is free from harassment and bullying and to ensure that everyone who comes into contact with us in the course of our work, are treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.