Privacy Notice

Introduction

This Privacy Notice applies to information Sheila Coates Foundation (SCF) collects about individuals who interact with the Foundation. It explains what personal information we collect and how we use it.

The Foundation is committed to handling personal information responsibly and in accordance with data protection legislation.

Sheila Coates Foundation is the data controller for the personal information described in this notice.

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

This notice was last updated 19 November 2026.

Why we collect personal information

We collect personal information from you for the purposes of assessing a grant application and to enable us to pay, support and monitor a grant once it has been made. We ask for your contact details so that we can be sure the application is genuine and to provide us with a point of contact. We are unable to process your application without this.

You are responsible for ensuring that you have the necessary agreement and permission of any individuals identified in your application to pass their information to SCF. This includes permission to use any photographs included in the application or grant reports to us.

In making an enquiry or application to SCF and/or accepting any grant made you give us permission to process your personal information. You can withdraw your consent at any time by writing to us. Please note, we will not be able to process an application or continue to fund your organisation without the necessary personal information required to do so. In addition to obtaining consent there are other lawful reasons for processing your data as described below.

Information that we collect

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, organisation and address	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.

Being awarded a grant	Name, email, job role, address, organisation, bank details	Contract - it is necessary for us to process personal data in order to administer a contract Consent - you have given your active consent

Monitoring and Impact reporting	Name, email, job role, organisation, address, and details of the project, photographs, videos, quotes	Legitimate interests - It is necessary for us to evaluate the effectiveness of our grants and to demonstrate impact to fulfil our responsibilities as a registered charity Consent - you will be asked to give consent for us to use these materials publicly as part of our own communications
Website functionality	Website activity collected through cookies	Legitimate interests - 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.

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. 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:

- Assess grant applications
- Carry out due diligence and grant administration
- Monitor funded projects and evaluate the effectiveness of our funding
- Manage relationships with applicants, partners and grant recipients
- Communicate with applicants, grantees and stakeholders
- Comply with legal and regulatory obligations
- Improve our grant making activities and services
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- 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

Use of Reports, Images and Case Studies

As part of our grant-making activities, organisations may provide reports, photographs, videos, testimonials, quotations, case studies and other information about funded work.

Where appropriate, SCF may use information supplied by grant recipients for purposes including:

- Reporting to trustees
- Evaluating the effectiveness of our funding programmes
- Internal learning and planning
- Annual reports and accounts
- Funding reports and impact summaries
- Website content
- Newsletters and publications
- Public communications about SCF's work.

Where material contains personal information about identifiable individuals, we expect grant recipients to ensure that appropriate permissions and lawful basis have been obtained before submitting such information to us.

Where we intend to use photographs, case studies, quotations or stories publicly, we may seek additional confirmation from the grant recipient regarding permissions and any restrictions on use.

SCF reserves the right to edit, summarise or anonymise material before publication.

Cookies and Website Analytics

A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. 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 above, along with other personal data that we collect.

However, some cookies do not collect personal information but 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.

Who we Share Information with

We may share personal information where it is necessary for the administration of SCF, the assessment and management of grants, compliance with legal obligations, or the legitimate operation of our charitable activities.

This may include sharing information with:

- Trustees;
- Staff and authorised volunteers
- Professional advisers
- External assessors, reviewers or evaluators
- IT, cloud storage and other service providers acting on our behalf
- Auditors, regulators and public authorities where required or permitted by law
- Funding partners or collaborating organisations where appropriate and lawful.

We will only share personal information where there is a lawful basis for doing so and will take reasonable steps to ensure that appropriate safeguards are in place.

Where organisations process personal information on our behalf, we will ensure that appropriate contractual arrangements are in place. Where we share information with another organisation acting independently, we will ensure that the sharing is lawful, proportionate and consistent with the purposes for which the information was collected.

International Transfers

All the personal data we collect is processed by our staff and Trustees in the UK. However, for the purposes of IT hosting and maintenance, we use secure cloud-based data storage. Some of our service providers may store or process information outside the United Kingdom.

Where this occurs, we will ensure appropriate safeguards are in place as required by data protection law.

Mailing Lists

If you subscribe to our mailing list, we will use your contact details to send updates about SCF and its activities.

You may unsubscribe at any time by using the unsubscribe link in our emails or by contacting us directly.

How long we keep your data

We retain personal information only for as long as necessary for the purposes for which it was collected and to meet legal, accounting and governance requirements.

Retention periods are set out in SCF's Retention Schedule.

Rights you have over your data

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

- Request access to your personal information;
- Request correction of inaccurate information;
- Request deletion of information in certain circumstances;
- Request restriction of processing;
- Object to processing;
- Withdraw consent where consent is relied upon.

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 delete 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.

Complaints

If you have concerns about how we handle your personal information, please contact us first so that we can investigate and respond.

You also have the right to complain to the Information Commissioner's Office (ICO).

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.