



PRIVACY POLICY

1. Introduction

- 1.1 Devon Community Foundation is committed to protecting the privacy of its donors, volunteers, grant applicants and recipients, employees, and other internal and external stakeholders. DCF values the trust of everyone it works with and recognises the value in maintaining transparent and accountable policies describing how it treats the information it collects, stores and shares.
- 1.2 This privacy policy sets out the basis on which any personal information Devon Community Foundation ("DCF, us, we or our") collect from you, that you provide to us or which is processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.
- 1.3 DCF is governed by the Data Protection Act 1998 ("the Act").

2. What Information do we hold about you?

- 2.1 'You' may be a family or community group, voluntary organisation, club, or corporate organisation ("Organisation") or 'You' may be a living individual such as an individual grant applicant, donor or volunteer and not connected to any Organisation ("Individual").
- 2.2 Our database, which is operated and controlled by DCF, holds a combination of personal and non-personal information critical to our work, in addition to our internal support functions such as marketing, finance, grant awards and human resources.
- 2.3 We Under the Act personal data, or "personal information", means data relating to a living individual who is, or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of DCF. We apply the same degree of care to all our data whether personal or non-personal
- 2.4 For example, if you are an Organisation we will hold non-personal information such as your Organisation's name, address and web address, but we may also hold personal information in the form of a contact name or a contact email address which allows individuals connected to your Organisation to be personally identified. If you are an Individual then it is likely that all the information we hold about you will allow you to be personally identified.

3. Personal information you give us

- 3.1 If you are applying for a grant you may give us personal information by completing an Expression of Interest Form or by making a Full Grant Application, either through our website (<http://devoncf.com/>) or when we send you the forms attached to an email, or by corresponding with us by post or on the telephone.
- 3.2 If you are one of our donors or grant panel volunteers we will hold information such as your name and address and how to contact you by email and telephone.
- 3.3 Sometimes the information you supply to us may be of a sensitive or personal nature, for example, if you are an Organisation working with disadvantaged or disabled individuals. We will treat this information with extra care and sensitivity.

4. Information we obtain from other sources.

- 4.1 We may receive information about your Organisation obtained from other websites operated by third parties such as The Charity Commission or Companies House. As part of our grant award process we may also rely on third parties to provide us with background information about the work you are doing and the communities and individuals you support.

5. Use of Personal Information

- 5.1 Personal information is collected for the following reasons:
- to process, review and assess grant applications and grant payments;
 - to acknowledge and support our donors;
 - to build and maintain relationships with donors and other stakeholders and to keep them informed about the activities and objectives of DCF;
 - to promote our work; including using publications, newsletters and information posted on our website;
 - to promote opportunities for donors and identify potential new donors to support DCF;
 - to acknowledge and communicate with volunteers on assessment panels;
 - to comply with the Act and any other statutory requirements;
 - to protect against fraud.

6. Protection of Personal Information

- 6.1 Personal information collected and held by DCF is kept securely, and measures are taken to prevent its loss or destruction.
- 6.2 It will not be used or disclosed for any purpose other than for:

- that for which it was collected;
- where the consent of the Individual or Organisation has been obtained; as required by law;
- or where it is disclosed for purposes that a reasonable person would consider appropriate in light of the circumstances.

6.3 Employees and volunteers are made aware of the importance of maintaining the confidentiality of all personal information.

6.4 Methods of protection include physical measures (e.g. clear desk policy, locked cabinets, and confidential waste bins), organisational measures (e.g. limitations on systems access, scheduled destruction of old information), and technological measures (e.g. security systems, passwords).

6.5 We make a reasonable effort to ensure that personal information is accurate and up to date but relies on Organisations and Individuals to notify us if there are any changes needed to the personal information.

7. Sharing of and Access to Personal Information

7.1 Personal information will never be rented, sold or shared with any third party for marketing purposes.

7.2 DCF will always, to the extent possible, remove personal information, or anonymise data before it is shared with any other third party. However where this is not possible personal information may be provided to those third parties that support DCF in their work this may include:

- UK Community Foundation – Umbrella Organisation for Community Foundations;
- National funders such as Comic Relief and BIG Lottery,
- Individual volunteers who form our community grant panel members; and
- Other organisations that provide DCF with support or have similar charitable objectives.

7.3 In cases where personal information is shared with any other third party DCF will ensure that they are aware of their obligation to protect your personal data and ensure that the third party has comparable approach to privacy.

8. Access to Information

8.1 The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

9. Who We Are

9.1 Devon Community Foundation is a charity registered in England & Wales with number 1057923 and a company limited by guarantee registered in England with number 03236918. Offices at: The Factory, Leat Street, Tiverton, Devon, EX16 5LL

Our registered office is: C/o Bond Dickinson, Ballard House, West Hoe Road, Plymouth. PL1 3AE

Any changes we make to this privacy policy will be posted on our website.

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