

# Privacy Notice



## **Introduction**

This notice explains how we, Devon Community Foundation, use data about living individuals.

## **Our Vision**

Thriving Devon Communities, challenging disadvantage and deprivation to bring about positive changes locally.

## **Our Theory of Change – Thriving Communities**

If we support the voluntary sector, donors and partners in Devon to identify and build upon their strengths to tackle issues together then communities will be more resilient and inclusive with increased capacity to thrive.

## **Why do we need your information?**

To achieve our vision, to support thriving communities, they need time, money and effort. We use personal data to help organise the giving of time, money and effort across Devon and sometimes beyond.

## **Whose data do we collect?**

We hold data on those who have given financial or other support to Devon Community Foundation, those who might do, and those who apply to Devon Community Foundation for funding, whether that is grants, loans or social investment, 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 BT Donate or Just 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 similar information such as Companies' House.

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## 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 Devon Community Foundation through various fundraising and marketing activities
- Send communications to you about Devon Community Foundation
- 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 our volunteer grant panels, where decisions are made about how money is distributed across Devon
- Promote the aims and objectives of Devon Community Foundation through other activities.

We may use data obtained other than from you to ensure that your contact details are up to date, to plan our fundraising and to ensure that appropriate due diligence is carried out to safeguard the assets and reputation of Devon Community Foundation.

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 successors and any advisors you may engage
- Occupation, skills and professional activity and network(s)
- Financial information and interest in philanthropy
- Information relating to links and connections with Devon and the South West
- Records of donations including assets used to make donations, Gift Aid status etc.
- Records of volunteering for Devon Community Foundation
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.
- Information necessary for us to manage funds you have established or supported
- Information on membership of Devon Community Foundation where applicable

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## **Information on Grantees & Loan Applicants**

We collect the information described below in order to solicit and process applications for grants or loans from Devon Community Foundation. Some of the information may also be processed in the ways described above under "Supporters and Volunteers" since many grantees also volunteer for Devon Community Foundation or support its work in some way.

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 or loan
- Any other information needed for the assessment of a grant or loan which may include financial, family, education and employment information
- Details about any grant or loan which was made
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.

## **Protecting your data**

We keep your data secure in our database with appropriate security mechanisms in place. We will not sell your data or share it for commercial gain. In principle 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 or loan applicants with grant panel members, investment committee members and donors. These are volunteers working with Devon Community Foundation. We may also share it with other funders who have contributed to the funding programme e.g. The Big Lottery, Comic Relief, The Home Office
- We will also publish data on grant or loan 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 Devon Community Foundation.
- We may pass data to other organisations, known as Data Processors, 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.

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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.

Some of our suppliers run their operations outside of the European Economic Area (EEA). 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 of the EEA.

## **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 Devon Community Foundation'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. If you have given us prior consent we will ensure your right to unsubscribe or withdraw your consent is clearly provided.
- Other activities are carried out to fulfil a contract or agreement. Examples include holding funds which are subject to Fund 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 overriding". Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between donors, grantees and Devon Community Foundation 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.

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## 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, and if it is not required for the purpose you provided it, then we will do so. Activities like processing Gift Aid donations, or managing a Fund Agreement, may mean we cannot entirely stop processing your data. We will always endeavour to comply with such a request
- 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:

Scott Walker; Development Director, Devon Community Foundation, The Factory,  
Leat Street, Tiverton EX15 5LL.

T: 01884 235095

E: [info@devoncf.com](mailto:info@devoncf.com)

Charity number 1057923

Company Number 03236918