

PRIVACY AND DATA PROTECTION POLICY

1st May 2018



Protecting your privacy

A new set of data protection regulations (General Data Protection Regulation or GDPR) will come into effect from 25th May 2018. We have reviewed our data collection processes and have updated our Privacy and Data Protection Policy to reflect the new law.

Your privacy is important to us and we are committed to safeguarding the personal information you provide to us and to protecting your privacy, as well as clearly stating how that information is used to deliver a service to you. The purpose of this privacy statement is to assist you in understanding how we use personal information and the choices you can make about how your personal information is used.

Where we hold your information, we will notify you, by email, of any amendments to this privacy statement and provide you with details of what to do next.

You may, at any time, request a copy of the personal information we hold on you, free of charge. To do this, please contact us via email at tansy.challis@racingfoundation.co.uk. We will aim to respond within three working days and provide the information within 28 days.

Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless they are exempt. The Racing Foundation is classified as an exempt charity and is not required to register as a data controller or processor.

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1. Website

You do not have to provide any personal information in order to browse the Racing Foundation's website.

When you use our website, we may collect tracking information such as your browser type, IP address, the operating system you use, the name of your internet service provider and pages visited on the site. We get this information by using technologies, including cookies* to increase the functionality and user-friendliness of our website and to better tailor our website to your needs. For example, we may want to know how long the average user spends on our website, or which pages get the most attention. **Information such as this will only be used in aggregate form and will not identify you personally.**

We use information in aggregate form (i.e. your individual details cannot be identified) to:

- build up marketing profiles.
- aid strategic development.
- audit usage of the site.

*Cookies are a small piece of information placed on your computer's hard drive via your web browser to enable the sender to identify, authenticate and maintain specific information about how users behave. Cookies make using the website's facilities quicker, easier and more convenient. You can opt out of accepting cookies and disable cookies via your web browser.

Our website uses Google analytics technology to gather information in aggregate form.

Website searches via Google may be subject to Google's re-marketing technology. This technology enables users who have already visited a specific site to see targeted advertising on Google partner network websites. The advertising will be displayed through the use of web cookies. Using cookies, the user behaviour on a website can be analysed and subsequently utilised to provide targeted product recommendations and advertising based on the user's interests.

If you would prefer to not receive any targeted advertising, you can deactivate the use of cookies for these purposes through [Google](#). Alternatively, users can deactivate the use of cookies by third-party providers by visiting the [Network Advertising Initiative's deactivation website](#).

Please note that Google has its own data protection policy, which is independent of our own. We assume no responsibility or liability for their policies and procedures. Please read [Google's privacy policy](#) before using our websites. [How Google uses data](#)

Links

Our website contains links to other websites that are not controlled by us. This privacy statement applies only to our website.

2. E-Newsletter

The Racing Foundation produces around 8 e-newsletters per year and sends them via email to a list of recipients who have requested receipt. To subscribe to this e-newsletter you must either:

- i. Sign-up via our website
- ii. Contact the Racing Foundation via 01763 852790 or tansy.challis@racingfoundation.co.uk and ask to be added to the mailing list

The only details you will be required to provide are:

First name, surname and email address

As per Article 6 of the GDPR, the lawful basis for collecting this data is by consent – this means you have given clear consent for us to process your personal data for the specific purpose of sending you our e-newsletter.

The e-newsletter is used only as a way of providing updates on the work of the Racing Foundation, which include:

- Latest news stories.
- Details of our grant application process and deadlines.
- Updates on projects we have funded.
- Information on organisational development initiatives we are offering to charities.

Your details will not be used for any purpose other than the circulation of the Racing Foundation newsletter and your email address will not be visible to any other subscriber.

In order to send email communications to our registrants, we use a third-party email service provider. Data will be transferred to our email service provider for this purpose only. Our email service provider is currently Mailchimp. We may, without notice, change our provider to one delivering similar services. Where this occurs, we will ensure that at least the same level of protection is applied to your personal information.

To stop receiving Racing Foundation e-newsletters you can unsubscribe from the mailing list at any time either by:

- i. Clicking on the '**unsubscribe from this list**' link at the bottom of each e-newsletter.
- ii. Contacting the Racing Foundation (see 2.ii above) and asking to be removed from the mailing list.

In both cases your details will be permanently deleted from the list.

To update your name or email address you can click on the 'update subscription preferences' link at the bottom of each e-newsletter or contact the Racing Foundation.

3. Grant Applications

The Racing Foundation operates a structured grant application process, the first stage of which is via a standard online application form that requests basic charity information. To process and manage the grant application you will be required to supply contact details via the following personal data:

Name, email address and telephone number.

As per Article 6 of the GDPR, the lawful basis for collecting this data is by consent – this means you have given clear consent for us to process your personal data for the specific purpose of processing and managing the grant application you have submitted on behalf of the charity you represent.

This personal data is collected by the Gallery Partnership, on behalf of the Racing Foundation, through its Benefactor Grants Management and Online Applications Software. It is held and hosted by the Gallery Partnership in a data encrypted site registered to the Racing Foundation, which is security tested. The contract between the Gallery Partnership and the Racing Foundation is fully compliant to GDPR.

Data is accessed only by the Grants Manager and Chief Executive of the Racing Foundation via a password protected security log-in system. It is not shared with any third party and will not be used for any purpose other than the processing and ongoing management of your grant application.

Details of the online application system and set-up/log-in page are on our website:

<https://www.racingfoundation.co.uk/grants>

Before registering your application or supplying any personal details you will be asked to read this Privacy and Data Protection Policy to ensure you fully understand how your personal data will be stored and used.

In accordance with General Data Protection Regulation (GDPR), we are required to seek your explicit consent to use and store personal data requested by the application form. Once you begin your application you will be required to tick a box to indicate you have read this Privacy and Data Protection Policy and understand how data will be collected, stored and used.

Before submission of an application you can amend your personal details at any time by retrieving your application from the log-in page. Once your application has been submitted, to update your personal details you will need to contact: tansy.challis@racingfoundation.co.uk.

If at any time you want us to remove your data from our records please contact tansy.challis@racingfoundation.co.uk. Your personal data will then be permanently deleted and you will be required to re-provide this information if you wish to submit another application.

Personal data will be deleted 2 years after your final grant reporting obligation if you have not submitted a subsequent application.

4. Summary of your rights

You have various rights in respect of the personal information we hold about you. These are set out in more detail below. If you wish to exercise any of these rights or make a complaint you can do so by contacting tansy.challis@racingfoundation.co.uk.

- You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge.
- You can object to our processing of your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- If you have given us your consent to use personal information, you can withdraw your consent at any time.
- You can ask us to change or complete any inaccurate or incomplete personal information held about you.
- You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not currently carry out any automated decision-making.