

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.

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.