Berry Burn Community Fund

Privacy notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

We collect, use and are responsible for certain personal information about you. For the purposes of data protection legislation, the controller of your personal information is Berry Burn Community Fund, The Hub, 20 Tolbooth Street, Forres, IV36 1PH.

Our collection and use of your personal information

We collect personal information about you when you contact us, submit an application form, *access our website, become a fund member, send us feedback and post material to our website*.

We collect this personal information from you either directly, such as when you contact or meet us or indirectly, such as your browsing activity while on our website (please see "Cookies and similar technologies" below).

The personal information we collect about you depends on the particular activities carried out through our website. Such information includes:

- your name, address, contact details;
- your bank and financial details, including proposed financial contributions;
- details on your proposed project; and
- details of any feedback you give us by phone, email, post or via social media.

We use this personal information to:

- contact you about your application and assess your application;
- improve our services;
- if you contact us by phone, email, social media or otherwise, keep a record of that correspondence;
- administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

Our website is not intended for use by children under the age of 13 and we do not knowingly collect or use personal information relating to children.

Throughout our website (www.berryburncommunityfund.com.uk) we may link to other websites. These other third party websites may also gather information about you in accordance with their own separate

privacy policies. For privacy information relating to these other third party websites, please consult their privacy policies as appropriate.

Whether information has to be provided by you, and if so why

We require you to provide the relevant information requested in our application forms to enable us to assess your suitability to receive a grant or become a fund member. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

Our lawful basis for processing your personal information

When we use your personal information we are required to have a lawful basis for doing so. There are various different lawful bases upon which we may rely, depending on what personal information we process and why.

The lawful bases we may rely on include:

- **consent:** where you have given us clear consent for us to process your personal information for a specific purpose;
- **contract:** where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract;
- **legal obligation:** where our use of your personal information is necessary for us to comply with the law (not including contractual obligations);
- **legitimate interests:** where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information which overrides our legitimate interests).

Who we share your personal information with

We may disclose your personal information to third parties:

- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation; or
- to protect the rights, property, or safety of Berry Burn Community Fund, our grant recipients, our fund members or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Berry Burn Community Fund employs third party suppliers to provide services, including IT, internal and external auditors. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How long we keep your personal information

We will retain your personal information for as long as necessary for the purposes we have set out above. At your request or if you do not engage with us for a period of 10 years, we will review and may delete any information that we no longer have a legitimate reason to retain.

Your rights

You can exercise any of the following rights by contacting us on:
admin@berryburncommunityfund.co.uk

Your rights in relation to your personal information are:

- access to the personal information that we hold about you and to certain other supplementary information that this policy is already designed to address;
- require us to correct any incorrect or complete any incomplete personal information that we hold about you;
- require to delete personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object to our use of your personal information in certain situations;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- otherwise restrict our processing of your personal information in certain circumstances.

Any requests received by Berry Burn Community Fund will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Cookies and similar technologies

We do not use cookies and other similar tracking technologies on our website:
www.berryburncommunityfund.co.uk

Changes to this privacy policy

This privacy policy was published on 14th January 2019.

We may change this website privacy policy from time to time, when we do we will inform you via notifications on our website.

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