

Church House Education Foundation (CHEF) - Privacy Notice

Our contact details

Name: Trust Secretary - Susan Llewelyn

Address: Trillow, Halsfordwood Lane, Nadderwater EX4 2LD

Phone Number: 07703 310 475

E-mail: susan.llewelyn@hmc.ox.ac.uk

All personal information provided by you in relation to your application will be held in complete confidence by the Trustees at all times in accordance with this Notice.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Information supplied by you, the applicant, relating to your personal circumstances and the purpose and reasons for your request. This is information which you wish the Trust to consider when determining whether or not to make an award to you. We will also require information to confirm cost of items and proof of purchase such as a copy receipt/invoice if a grant is made for a specific purpose.

How we get the personal information and why we have it

Most of the personal information we are likely to process relating to you and your application is provided to us directly by you but some information relating to your application may come from third parties such as training providers or educational establishments.

We use the information that you have given us in order to:

- Determine whether you are eligible for a grant.
- To enable communication between you and the Trust regarding your application.
- Confirm the costs associated with the application and that a grant has been used for the agreed specified purpose.
- We may share some of this information with the Charity Commission and other government/state organisations where there is a legitimate requirement to do so.
- To determine the frequency, reasons and amounts of awards to individuals.

CHEF Privacy Notice

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- **Your consent.** You are able to remove your consent at any time. You can do this by contacting the Trust Secretary whose current contact details are susan.llewelyn@hmc.ox.ac.uk or telephone 07703 310 475

How we store your personal information

Your information is securely stored at the Secretary's home address.

Your information will be shared in electronic or hard copy form with the Trustees when considering your application. After the meeting all copies of applications will be destroyed other than a set to be retained by the Secretary.

The Secretary will keep a hard and electronic copy of your application for 12 months. We will then dispose of your information by shredding/destroying the paperwork and deleting the electronic file.

We will keep a record of any amount awarded, the name of the recipient and the date and purpose/reason for the award in electronic and hard copy in our ledger for audit purposes and because it may be relevant to making decisions on future applications by you.

Your data protection rights

Under data protection law, you have rights including:

Your right to withdraw consent -

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Trust Secretary at susan.llewelyn@hmc.ox.ac.uk or telephone 07703 310 475 if you wish to make a request.

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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Trust Secretary (susan.llewelyn@hmc.ox.ac.uk) - telephone 07703 310 475

. You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>