



Data Protection

Privacy Policy

THE BOWYER FAMILY MEMORIAL TRUST

Data protection

The Bowyer Family Memorial Trust

Charity No. 900615

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

We have policies, procedures and training in place to help our employees and volunteers understand their data protection responsibilities and follow the data protection principles.

We have a nominated member of staff who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email maureen@bfmt.org.uk

This privacy policy relates to our use of any personal information we process about you.

How we collect personal data

We may collect your personal data in different ways, for example:

- when you communicate with us by post, telephone, SMS, email or via our website
- from the information you provide to us when you make an application for funds, or from information provided on our donation form
- when you complete any of our forms, or in any other capacity

How we use personal information

We collate and use your personal information either from individual applications for assistance, or for our mailing list, or on our website, with your individual permission.

Applications and provision of bursaries and grants

Dealing with complaints and appeals

We only collect personal information that we genuinely require

This may include:

- Contact details such as name address, email address and phone numbers
- Date of birth and gender
- Qualifications
- Name of your parent or guardian (if you are under 18)
- Nationality
- In respect of applicants, we may also collect:
 - references from previous employers or educational institutions
 - contact details for your family members and next of kin

Informing you about **The Bowyer Family Memorial Trust** events and services

If you opt in to our mailing list we will use the information that you provide to email and post you information about our events, and other items of interest. You can opt out or unsubscribe from receiving this information at any time if you wish. Our legal basis for using your personal information in this way is consent.

Applications and provision of bursaries

If you apply for one of bursaries, we will use your information provided to us to process your application, and if appropriate, administer and manage the award. Our legal basis for using your personal information for this purpose is to fulfil our legitimate interest as an award giving organisation. This will include sharing some of your information with the respective School/Academy/College or University – as appropriate to the bursary.

Dealing with complaints and appeals

If a complaint or an appeal is raised with us, we will process the personal information that is provided to us to manage and resolve the complaint or appeal. This may include sharing relevant information with an affiliated organisation, welfare officer or other organisation, depending upon the nature of the complaint and the area it relates to. Our legal basis for using personal information for this purpose is to fulfil our legitimate interest and fulfil our objective of resolving complaints in a careful and appropriate manner.

What is collected from our website - www.bfmt.org.uk

We do not use cookies on our website, nor take any information from casual visitors to the site, or from the forms to fill in which are directly sent to our Secretary.

We do not store any personal information except for our RECIPIENTS and this is arranged with their personal consent to do so.

Our legal basis for processing personal information

We may process personal information because it is necessary for the performance of a contract to which you are a party (or to take steps at your request prior to entering a contract). For example, we may process your personal data to assist in the granting of a bursary.

We may collect and use your personal data if it is necessary for our legitimate interest and so long as its use is fair, balanced and does not unduly impact your rights.

We will ask for your consent to send you marketing emails and text messages. You can withdraw consent for this at any time.

Sharing personal information

We may share your personal information with third party organisations who will process it on our behalf, for example a mailing house, our website administrator or printers.

If necessary, we may also share your information with course providers, referees, and teachers.

We may also share your information with our IT support and data storage providers, or as required by law.

Where required, we will process personal information to comply with our legal obligations. In this respect we may use your personal data to comply with subject access requests; tax legislation; for the prevention and detection of crime; and to assist the police and other competent authorities with investigations including criminal and safeguarding investigations.

Transferring personal data outside of the EEA

If we transfer personal information to countries or jurisdictions which do not have a similar standard of data protection law in place, we will only do so to fulfil our contract with you and we inform you in advance of the need to transfer the information. For information about international transfers of personal data, you can contact the Data Protection Lead at maureen@bfmt.org.uk

Your rights

If you no longer wish to receive communications about products and services from us, please contact maureen@bfmt.org.uk. You can also unsubscribe at any time to emails that we may send to you about the events and newsletters that we think will be of interest to you.

You also have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to maureen@bfmt.org.uk. We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at maureen@bfmt.org.uk
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at maureen@bfmt.org.uk

Please note that we may be entitled to refuse requests where exceptions apply: for example, if we have reason to believe that the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

How long we keep your personal information

We will hold your personal information for as long as we see fit. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit this webpage periodically to keep up-to-date with the changes in our Privacy Policy.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**.