



Privacy Notice

Introduction

Buckinghamshire Community Foundation (known as Heart of Bucks), is a registered charity (charity number 1073861) and company registered in England & Wales (company number 03662246) whose registered office is at 70 New Road, Weston Turville, Aylesbury HP22 5QT.

We are a data controller for the purposes of the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulations (UK GDPR).

Heart of Bucks ("we", "us", or "our") is committed to protecting and respecting your privacy. This privacy notice explains the legal bases on which we collect personal information, how we use it, the conditions under which we share it with other people and how we keep it secure.

This privacy notice applies to visitors to our website and individuals who contact us via our online application portal, by telephone, e-mail or other electronic means.

Why do we need your information?

We believe that thriving communities with caring people and strong voluntary groups give everyone the chance to achieve their best. Thriving communities are built on time, money and effort that enable ambition to be achieved, potential fulfilled and ends to be met. We use personal data to fulfill our charitable purposes, and in particular to facilitate the giving of time, money and effort, and to administer the onward distribution of those resources to not for profit organisations and individuals in Buckinghamshire and beyond.

Whose data do we collect?

We hold data on those who have given financial or other support to Heart of Bucks, those who might do so in the future, and those who apply to us for, or enquire about grants or loans, whether on behalf of an organisation or personally and about our employees and volunteers.

How we obtain your data

The majority of the information we hold about you has been provided directly to us by you, either through direct communication or collected via a service provider like TotalGiving (who will have asked your permission before sending on your details).

We also collect data from publicly available sources. Examples include information gathered from a news article or on-line media, including social media like LinkedIn or Twitter. We may also use publicly available directories and listings, and similar information such as that held by Companies' House or the Charity Commission or lists of Dormant Trusts.

The legal bases for holding ("processing) your data

We ensure your data is processed under one of the legal bases defined in the UK General Data Protection Regulations which may be:

- Consent – for example where you have signed up to receive our newsletter
- Contractual – for example where we have obligations in relation to an existing contract or a contract we are about to enter into with you such as a fund or loan agreement;
- Legal – for example, to comply with our obligations under the regulations pertaining to Gift Aid
- Our legitimate interests, for example, to build financial and other support for our charity, and to promote our charitable purposes.

Special Categories of Personal Data:

In the case of applications for funding for individuals, for example our Crisis Fund, we may also collect the following Special Category data; ethnicity, age, health. This is collected for the purposes of fulfilling our contractual obligations to funders. It is aggregated before reporting and not attributable to an individual.

Who has access to your information?

Our staff and volunteers, working under our Confidentiality Policy, have access to the information.

We may share limited personal information – typically the main contact details for a grant application - with third parties who have funded the grant or loan programme you have applied to. We will let you know at the time of application where this is likely to be the case.

Where data is processed for the purposes of analyzing and reporting on the profile of beneficiaries, the data is aggregated and not attributable to an individual. The statistical or aggregated data may be shared with our trustees, committees and funders.

Please be reassured that we will not release your information to third parties for them to use for their own purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How long do we retain your data?

Personal Data will be held for a maximum period of seven years from either the end of your contract with us, or where this is not relevant, from your last engagement with our services.

Protecting your data

The secure protection of your information is extremely important to us, and we have implemented advanced controls and measures to remove risks to your information and protect against loss, misuse, or unauthorised access.

Data transfers

We do not transfer any personal data outside of the European Economic Area (EEA).

Your rights

Your personal data is protected by legal rights, which include your rights to:

- object to our processing of your personal data;

- request that your personal data is erased or corrected;
- request that any automatic decision-making or profiling is reviewed;
- request access to your personal data;
- data portability; or
- the right to withdraw consent at any time where processing is based on your consent, without affecting the lawfulness of any such processing prior to withdrawal of consent.

If you want to exercise any of these rights, please contact us using the details below.

If you are not satisfied with the way we have processed your data you can complain to the Information Commissioner's Office (ICO). You can contact them by telephone at 0303 123 1113 or online at <https://ico.org.uk/make-a-complaint/>

Accessing and updating your information

If you have any questions about this privacy notice or our data protection policies generally, or want to request an update to your information or to ask for a copy of the personal information and data we hold about you, you can contact us;

- by email: info@heartofbucks.org
- by telephone: 01296 330134
- by post to: Data Protection Manager, 70 New Road, Weston Turville, Aylesbury HP22 5QT

It would be helpful if you tell us what information you are seeking (for example, particular types, dates etc).

Website Cookies

For details of how cookies are used on our website please see www.heartofbucks.org/cookies