

Privacy Policy

Privacy notice

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices along with what data we collect, why we collect it and what we do with it.

Grant applicants

The SafeDeposits Scotland Charitable Trust will collect personal information provided by organisations who submit an application for a grant. Information collected at the stage of application will include the organisation name and relevant contact details of the person and organisation submitting the application. If a grant is successful, the SafeDeposits Scotland Charitable Trust will collect some further information from the applicant including copies of accounts and annual reports.

All personal information held by the SafeDeposits Scotland Charitable Trust will be requested directly from the organisation applying for the grant.

How we collect personal information

The SafeDeposits Scotland Charitable Trust collects data in the following ways:

- Through grant applications
- Through a request to an applicant to provide further information after a successful grant application
- Through the use of any communications tools we utilise
- Any other situations where data is legally and voluntarily sent to the SafeDeposits Scotland Charitable Trust

Electronic Communication

The SafeDeposits Scotland Charitable Trust may utilise electronic communication media when sending correspondence to an applicant or customer.

Why we collect personal information

The SafeDeposits Scotland Charitable Trust collects personal information in order to establish whether an applicant is entitled to funding once an application has been submitted.

All grants will be subject to contracts which will outline the terms of the grant.

The SafeDeposits Scotland Charitable Trust collects and stores data in order to contact our applicants (successful or unsuccessful).

How we use your personal information

- In order to contact applicants either at the time of a grant application or thereafter
- In order to publicise the grant from the SafeDeposits Scotland Charitable Trust to the successful applicant
- To submit any details requested by any authorised body investigating a crime
- To submit any details requested by His Majesty's Revenue and Customs or other government agency or local authority under the relevant legislation
- To contact named personnel at successful organisations

- For use in contact with any relevant legal adviser
- To contact applicants regarding information relating to their on-going project/grant

The SafeDeposits Scotland Charitable Trust will always ask for consent before using any information for a purpose other than those set out in this privacy policy.

The SafeDeposits Scotland Charitable Trust processes personal information on our servers throughout the United Kingdom and the EU in accordance with current and incoming legislation. The SafeDeposits Scotland Charitable Trust may therefore process personal information on a server located outside of the country where you live.

Sharing information

We do not share personal information with individuals or companies outside of the SafeDeposits Scotland Charitable Trust except in the following circumstances:

Consent

With the consent of the successful applicant only, the SafeDeposits Scotland Charitable Trust may provide contact details to a third party marketing agency in order to publicise the grant and subsequent project completed using the grant funding provided.

Legal reasons

We retain the right to share your information with organisations or individuals if we reasonably believe in good faith that disclosure of information is necessary to:

- Fulfil an applicable law, regulation or legal process
- Fulfil an enforceable Government request
- Protect vital interests of a data subject (e.g. life or death situations, vulnerable situations) and performance of a task in the public interest
- Address fraudulent activity including in the prevention or detection of it
- Address a security issue
- Address a technical issue

The SafeDeposits Scotland Charitable Trust reserves the right to share non-personal information publicly and with our partners for educational purposes, publication of annual reviews or publication of statistics.

Accessing and changing your information

If you wish to update your personal contact information as held by the SafeDeposits Scotland Charitable Trust, you are able to do this by notifying us directly of any change you would like to make.

In the event of a data breach which is likely to result in a risk to the rights and freedoms of individuals, the SafeDeposits Scotland Charitable Trust will notify an individual within 72 hours of such an event being discovered.

Your rights

Under the General Data Protection Regulations (GDPR), you have a number of rights regarding the data we hold for you. The SafeDeposits Scotland Charitable Trust wants to ensure our customers are aware of their rights and how we ensure they are met:

Right to rectification – Your right without undue delay to rectification of inaccurate personal data. Our customers are able to contact the SafeDeposits Scotland Charitable Trust for help updating details.

Right to erasure – Your right to the deletion of your personal data. The SafeDeposits Scotland Charitable Trust will consider a request for data erasure on a case by case basis. Information regarding any successful grants will be held for as long as a project is ongoing and for a reasonable period thereafter.

Right to restrict data processing – Your right to obtain from us restriction of data processing. The SafeDeposits Scotland Charitable Trust will consider the GDPR circumstances that may be relevant around any request. Where processing restrictions are granted, such personal data will only be processed with consent or in relation to legal claims.

Right to data portability – Your right to receive personal data in a structured, commonly used format. The SafeDeposits Scotland Charitable Trust is able to provide all data held for you in a readable format.

Right to object – Your right to object at any time to processing of personal data. The SafeDeposits Scotland Charitable Trust will only proceed with processing if we have compelling legitimate grounds for processing after an objection to processing.

Right to not be subject to automated decision-making – The SafeDeposits Scotland Charitable Trust will not subject any individual to automated decision-making.

Subject access requests and complaints

All individuals are entitled under the Data Protection Act to request a copy of the information an organisation holds on them. An individual who makes a written request and pays any fee applicable is entitled to:

- Information on what data the SafeDeposits Scotland Charitable Trust holds for you
- Clarification on whether any personal data is being processed
- Reasons why any personal data is being processed
- A copy of the data held

The SafeDeposits Scotland Charitable Trust will deal with any subject access requests within 30 days in accordance with GDPR.

To make a subject access request please send your full name to the following email:

info@safedepositsscotland.com

To make a complaint or for further information regarding personal information held by the SafeDeposits Scotland Charitable Trust on yourself, please email: info@safedepositsscotland.com

Retention of information

All information will be stored securely and is disposed in a secure manner when no longer required. Your information will be held for a specific time in order to comply with law and regulations or for any contractual obligation we may have with an applicant.

The SafeDeposits Scotland Charitable Trust will hold data for as long as reasonably required in order to:

- Comply with an applicable law or ongoing contract
- Protect the rights of our customers