

SYLVANUS LYSONS CHARITY

PRIVACY NOTICE

1. Introduction

Sylvanus Lysons Charity is committed to protecting and respecting your privacy.

This Privacy Notice lets you know what happens to any personal data you give the Charity in support of your application for grant funding.

Our details are as follows:

- Sylvanus Lysons Charity, C/O Tayntons (solicitors), 8 – 12 Clarence Street, Gloucester, GL1 1DZ (“the Charity”)

Andrew Holloway, solicitor with Tayntons, is the clerk to the Charity and processes the grant applications, including any Personal Data, on their behalf.

Please take time to read this Policy, which contains important information about the way in which we will process personal data. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Our data protection manager is Andrew Ollerenshaw.

2. Information we may collect about you

We may collect the following personal information that you provide to us:

- Full name, address and contact details including your title, telephone numbers and email addresses

We collect the same information from the Bishops Officer for Clergy Widows in the Cheltenham Archdeaconry and the Gloucester Archdeaconry to enable us to process an annual grant for clergy widows.

3. Cookie Policy

Our website uses cookies to distinguish you from other users, for Google analytics, to improve experience on our website, and, to recommend content that may be of interest to you. For full details please refer to our Cookie Policy.

4. How we will use your information

We will use your personal information for the following purposes:

- to enable us to consider and determine your application for grant funding,
- to manage our relationship with you
- to process any grants made
- to monitor the success of any grant funding
- to comply with any other professional, legal, regulatory obligations which apply to us or policies that we may have in place
- as we feel necessary to prevent illegal activity or to protect our interests.

5. Legal grounds for processing your information

We will rely on the following legal basis for processing your Personal Data:

- Legitimate Interest

We need to process your personal data to assist the Charity with the process of determining grant applications and, where applicable, processing any grants made.

- Legal Obligation

The Charity and its Solicitors have a legal obligation to retain your personal data for the purposes of enabling regulatory compliance which may require us to disclose the data to any regulatory bodies which have a duty to oversee the work of the Charity and its Solicitors, including the Charity Commission and the Solicitors Regulation Authority.

We would not be able to process your grant application if we did not receive your Personal Data.

6. Sharing your information

We may share your details with the parties below:

- our solicitors
- the charity commission
- our auditors
- the Solicitors Regulation Authority

Save as stated above or where you have given your express consent the Charity will not share your data with any other individual or body or organisation.

7. Transfer of your information outside of the European Economic Area (EEA)

All information you provide to us is stored on our solicitors secure servers in the United Kingdom, or on secure cloud based servers in a country within the European Economic Area.

8. How long will we store your personal data

The data will be destroyed once the Charity and its Solicitors no longer have a legitimate interest or legal obligation to retain the data.

9. Your rights

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge.

In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict our processing of your personal information in certain circumstances;
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way;

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, please:

- Email, or write to our Data Protection Manager. Please see “Get in Touch” below.
- Let us have proof of your identity and address;
- State the right or rights that you wish to exercise;

We will respond to you within one month from when we receive your request.

10. Withdrawal of consent

Where we process your Personal Data on the basis that you have provided your consent to do so, for the purposes set out in this Policy, you may withdraw your consent at any time.

To withdraw your consent please write to us at: FAO Data Protection Manager, Sylvanus Lysons Charity, C/O Tayntons, 8 – 12 Clarence Street, Gloucester, GL1 1DZ.

Please note that this this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent.

11. Complaints

We hope that you are happy with our service but should you have any questions then please contact our Data Protection Manager (Please see ‘Get in touch’ below).

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred.

The UK supervisory authority is the Information Commissioner’s Office. For more details please visit the [ICO website](#).

12. Automated Decision Making

We do not use automated decision making processes.

13. Our security

We are committed to the protection of Personal Data and our solicitors have implemented a number of IT security measures to preserve its integrity and availability.

Our data is located in a UKFAST data centre with replication to a Teledata data centre for disaster recovery. Both data centres are Tier 3 and operate to ISO27001.

We utilise a number of additional resources to protect Personal Data including, a Sophos UTM firewall, Mimecast – email security, AV Defender anti virus, WebTitan – cloud web security, anti virus protection, URL filtering, Malware and Phishing Protection, and SSL inspection, and 2 factor authentication.

Further details can be provided upon request to our Data Protection Manager.

14. Future processing

We do not intend to process your personal information for any reason other than stated within this privacy notice.

15. Changes to this privacy notice

We constantly review our internal privacy practices and may change this policy from time to time.

Any changes we make will be posted on our website and will become effective immediately.

This privacy was published on xxxxxx 2018.

16. Get in touch

Please contact our Data Protection Manager if you have any questions, comments or requests about this Policy.

The best way to reach us is to:

- write to us at Data Protection Manager, Sylvanus Lysons Charity, C/O Tayntons, 8 – 12 Clarence Street, Gloucester, GL1 1DZ, or,
- email andrew.ollerenshaw@tayntons.co.uk