

# St Francis de Sales Charitable Trust

## Privacy Policy

Version	Author	Date	Changes
2425.0	Dr E N Smith	15/3/25	Updated contact email and added website
2324.1	Dr E N Smith	8/3/24	Added promotional-related information and “consent” lawful basis
1	Dr E N Smith	18/3/23	First version

### Our contact details

Name: St Francis de Sales Charitable Trust

Address: 6 The Link, Headington, Oxford, OX3 8DU

Phone Number: 07897194483

E-mail: [info@sfds.org.uk](mailto:info@sfds.org.uk)

Website: [sfds.org.uk](http://sfds.org.uk)

### 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)
- Organisation(s) you work for or are associated with, currently and in the past
- Payment information

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reason:

- Application for a grant from us

We also receive personal information indirectly, from the following sources in the following scenarios:

- Informal recommendations by third parties for organisations and individuals who may benefit from grants from us.

We use the information that you have given us in order to process grant applications, administer grants and keep records of historical grants which may be beneficial both to us and the beneficiary in the future.

We may share this information with organisations or donors who support us with fundraising or administration of the Charitable Trust, where necessary.

When you have given us explicit permission, we will publish details of grants on our website for promotional purposes, including: your or your organisation name; the purpose of the grant; the value of the grant; relevant dates connected with the grant or purpose of the grant; material from your grant report.

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

- We have a legitimate interest.
- Your consent. You are able to remove your consent at any time. You can do this by making contact using the Contact Details at the beginning of this document.

## **How we store your personal information**

Your information is securely stored. We use [Proton](#) for email and electronic storage, a company that centres on privacy via advanced encryption.

We keep contact information and grant administration documents for the duration that they are active, and likely to be useful. We will then dispose your information by deletion on our encrypted electronic drive. This is reviewed on an annual basis.

## **Your data protection rights**

Under data protection law, you have rights including:

**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 object to processing** - You have the the right to object to 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 another organisation, or 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 us at [info@sfds.org.uk](mailto:info@sfds.org.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@sfd.org.uk](mailto:info@sfd.org.uk).

You can also complain to the 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>