

# MICHAEL CORNISH CHARITABLE TRUST

## PRIVACY POLICY

### Introduction

The Michael Cornish Charitable Trust is committed to protecting your personal data. This Privacy Policy (the Policy) provides information on how the Michael Cornish Charitable Trust collects and processes your personal data.

The Policy includes how we look after your personal data when you visit our website <https://www.michaelcornishcharity.org.uk> (which is covered below by the expression “our website”) (regardless of where you visit it from) and tells you about your privacy rights and how the law protects you. This Policy also applies to any personal data collected or received through means other than our website – for example via email, letter, telephone or face-to-face contact.

### Our Details

The Michael Cornish Charitable Trust Limited is what is known as the ‘Controller’ of the personal data you provide to us (collectively referred to as “Michael Cornish Charitable Trust”, “we”, “us”, or “our” in this Privacy Policy). We can be contacted at 15 Newland, Lincoln, LN1 1XG, telephone 01522 531341 or email [phillipa.cridland@wrightvigar.co.uk](mailto:phillipa.cridland@wrightvigar.co.uk).

### How we collect personal data

We collect personal data about you from different places including:

- Directly from you – you may give us your identity, contact data by filling in forms or by corresponding with us by post, phone, email.

### The personal data we collect

The personal data we hold about you may include the following:

- Personal details e.g. name, address, email and any details you choose to supply in supporting documentation to support your application.

### How we use personal data

We may use your personal data:

We require and use your personal data, such as name and address so that we may contact you to let you know the outcome of your application and if successful to be able to send you the approved funds.

### How long we retain personal data

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, and when assessing this we consider the following:

- The purposes for which we originally collected the personal data.
- The purpose of referencing your previous applications when considering future applications.
- The lawful grounds on which we based our processing.
- The types of personal data we have collected.
- The amount and categories of your personal data.
- Whether the purposes of the processing could reasonably be fulfilled by other means.

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## **How we secure personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have also put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **Our use of cookies and similar technologies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

We have a Cookie Policy on our website that explains what cookies we have in place and how they work.

## **Your rights in relation to your personal data**

You have several rights relating to your information:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. However, we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object, as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide

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certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## **Loss of personal data and how to complain**

If at any time you believe there has been a loss of your personal data or you wish to raise a complaint on how we have handled your personal data, you can contact [Phillipa.Cridland@wrightvigar.co.uk](mailto:Phillipa.Cridland@wrightvigar.co.uk) who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)).

## **Review of this Policy**

We keep this Policy under regular review and it was last updated in August 2018.