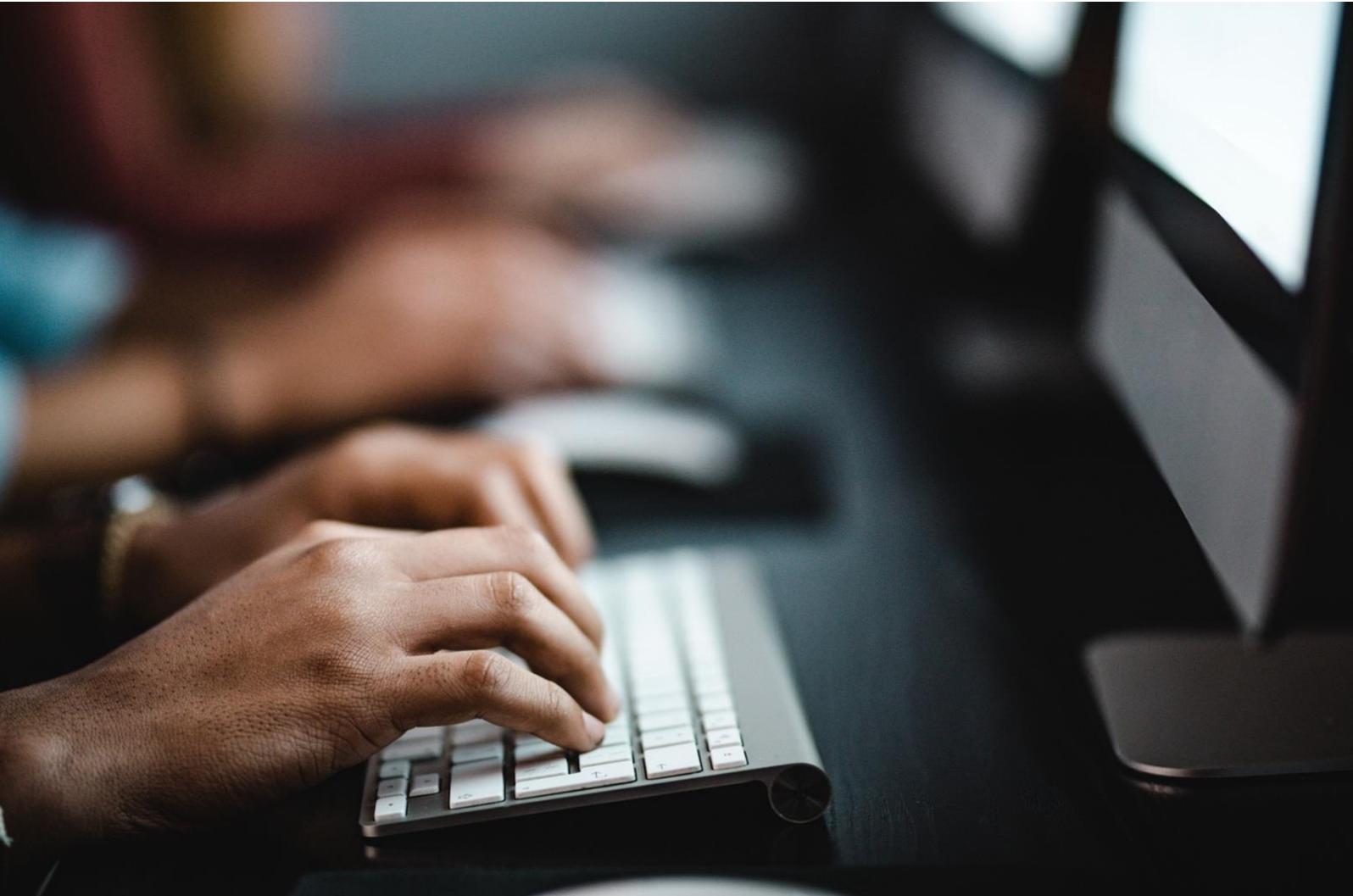




Foundation
Derbyshire



GDPR & How We

Handle Personal Data.

Last Updated Feb 2022.



Personal Data: Frequently Asked Questions.

In this document, reference to “we”, “us”, “our”, “Foundation Derbyshire” are references to Derbyshire Community Foundation.

This document provides answers to questions that we are frequently asked, regarding the use of personal data. Please note this document should be read in conjunction with Foundation Derbyshire’s privacy policy (available to download in the Resources section of our website) and does not replace the terms set out in that policy. In the event of any conflict between a term set out in this document and a term set out in the privacy policy, the latter shall prevail.

We understand that you may be nervous in submitting information such as bank statements and details of management committee members to us during the application assessment process. Accordingly, we want to assure you that your personal information will be processed fairly, retained securely and used in accordance with the Data Protection Act 2018.

Below is a set of answers to our most frequently asked questions. If you have another question in relation to the use of your personal data, please see our privacy policy in the first instance. If the privacy policy does not provide you with the information you require, please contact us.



Why do you require our bank statements?

We use your bank statements to ensure that bank accounts are in place and are being used legitimately and appropriately. Bank statements are also cross referenced with the payment details that successful applicants provide on their Grant Agreement, to ensure that funds are paid into the correct account.

We require unredacted bank statements so that they can be examined by us as part of our due diligence processes and to undertake, where applicable, fraud checks. This element of our assessment is not possible if bank statements are redacted.

If you do not send us your unredacted bank statements, we may not be able to process your application or award a grant to you, due to the fact that we have been unable to complete our due diligence processes.

Why do you ask for information regarding management committee members?

As part of the application process, we will ask you to complete and return a Management Committee & Financial Control form. This form is used by us to help us assess the financial controls an organisation has in place and evidence local involvement and the grassroots nature of a project / service.

We may obtain data from third party sources such as Companies House and the Charity Commission and use this data for undertaking due diligence and to safeguard the assets and reputation of Foundation Derbyshire. However, we do not perform any individual credit checks as part of our assessment process.

Please note that if you do not provide us with the information requested on the Management Committee and Financial Control form, we may not be able to process your application or award a grant to you, because we have been unable to complete our due diligence processes.



How do you use our information?

Any information you provide as part of your application, will be used by us to:

- assess and process grant applications
- administer grants awarded
- keep a record of our relationship with you
- seek your views on the work of Foundation Derbyshire – there will be no obligation to respond
- comply with applicable laws and regulations and requests from statutory agencies.

Who has access to our information?

Your information is only accessible by our staff and, where appropriate, trustees who are bound by appropriate policies and procedures to protect your information.

We share information on grant applicants with grant panel members and donors. These are volunteers working with Foundation Derbyshire. We will also publish data on grant recipients for groups/organisations (amounts/names/purpose) but anonymise details for any individual grantees.

We may pass data to other organisations, known as data processors, to provide specific services to us. An example would be providing data to our database provider. We will always have a contract in place with our data processors and they are not allowed to do anything with your data other than that which we have instructed them to do.

How long do you keep our data?

We will keep your data for as long as is needed to complete the task for which it was collected. Relationships between grantees and the Community Foundation are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it. Further details of our retention periods can be found in our Data Retention Policy.



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