



## **Introduction**

The Steve Morgan Foundation is committed to complying with privacy and data protection laws. This document explains how we, the Steve Morgan Foundation, use data about living individuals.

### **Why do we need your information?**

We believe that through the grants provided by the Steve Morgan Foundation we can really change lives. As part of our grant application process we collect and process personal data.

### **Whose data do we collect?**

We hold data on those who apply to the Steve Morgan Foundation for grants, whether personally, on behalf of an individual or an organisation.

### **How we obtain your data**

When you interact with us online, over the phone or face-to-face, the Steve Morgan Foundation will collect your personal data and are responsible for how we store and use it. The majority of the information we hold about you has been provided directly to us by you.

In some cases, we may collect data from someone else. For example, regarding Enable grants, we may include references from a medical professional.

### **What we do with your data and why**

Information on Grantees

We collect the information described below in order to process applications for grants from the Steve Morgan Foundation.

We collect the following classes of information:

- Name(s) and address, email, phone number and other relevant contact details
- Purpose and details about an application for a grant
- Details about any grant which was made
- Information about our relationship with you, correspondence, assessment notes, attendance at events etc.

In case of Enable grants:

- Any other information needed for the assessment of a grant which may include financial, family, education, health and welfare benefits information.

### **Protecting your data**

We keep your data secure in our database with appropriate security mechanisms in place.

In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data. Examples are given below:

- We will share information on grant applicants with the trustees. These are volunteers working with the Steve Morgan Foundation. We will also publish data on grant recipients for groups/organisations (amounts/names/purpose) but we anonymise details for any individual grantees.

In case of Enable grants:

- We will provide information to a medical professional chosen by you to obtain health references.
- We may provide your contact details to arrange delivery of the equipment you applied for.

## **Our responsibilities**

The law requires us to tell you the basis on which we process your data.

- Some activities (for example sending you emails which promote the Steve Morgan Foundation's interests) require your consent. If the law requires your consent to process data in a certain way, then we will obtain it before carrying out that activity.
- In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your "interests or your fundamental rights and freedoms are not overriding". Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

We will keep data for as long as is needed to complete the task for which it was collected. For auditing purposes, we will retain the data for 7 years after which time it will be reviewed.

## **Your rights**

The law requires us to tell you that you have a variety of rights about the way we process your data. These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like monitoring grants, may mean we cannot entirely stop processing your data. We will always endeavour to comply with such a request.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

## **Contacting us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us:

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