

The Halton Lune Trust Privacy Policy

Our contact details

Name: The Halton Lune Trust (Charity Number 1169075)

Address: 3 Meadowfield, Halton, Lancaster LA2 6PT

Phone Number: Secretary (07798715737)

E-mail: secretaryhaltonlunetrust@gmail.com

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)

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 reasons:

- For the purposes of applying for a grant from the Halton Lune Trust in accordance with Trust objectives and grant criteria

We use the information that you have given us in order to consider and process the grant application.

We may share this information with the Halton Lune Hydro Company who generates the funding for the trust for public benefit.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the secretary at secretaryhaltonlunetrust@gmail.com**
- (c) We have a legal obligation.**
- (e) We need it to perform a public task.**
- (f) We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

Information is kept in an electronic filing system accessible to the Trustees and circulated as appropriate by email for the purposes of considering grant applications.

Generic and other Information is provided as appropriate to the Charity Commission through its annual report to the Charity Commission.

Details of successful grants are also presented to the Halton Lune Hydro who generates the funding for the Trust.

We keep names, addresses and contact information for **six years**. We will then dispose your information by destroying any hard copies and/or deleting from computer systems.

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 secretaryhaltonlunetrust@gmail.com 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 secretaryhaltonlunetrust@gmail.com.

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>