

## **The Halton Lune Trust customer privacy notice**

This privacy notice tells us what to expect us to do with your personal information

### **Our contact details**

Name: The Halton Lune Trust (Charity Number 1169075)

E-mail: [secretaryhaltonlunetrust@gmail.com](mailto:secretaryhaltonlunetrust@gmail.com)

### **What information we collect, use and why**

We currently collect or use the following information to provide services, e.g. consideration of grant applications:

- Names and contact details
- Addresses

We may collect or use the following information to receive donations or funding:

- Names and contact details
- Addresses
- Payment or Banking details
- Gifts in Wills

### **Lawful bases and data protection rights**

Under UK data protection law, we must have a “lawful basis|” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

**Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)

**Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

**Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

**Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

**Your right to object to processing** - You have the right to object to the processing of your personal information. [Read more about the right to object to processing.](#)

**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. [Read more about the right to data portability.](#)

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **Our lawful bases for the collection and use of your data**

Our lawful bases for collecting or using personal information to **provide service and goods, including delivery and third party referrals** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - For purposes of dealing with grant applications

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful basis for collecting or using personal information to **receive donations or funding** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing any undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - To receive funding or deal with grant applications in accordance with the Trust objectives and grant criteria.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

### **Where we get personal information from**

- Directly from you
- Charities or voluntary sector organisations

## **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.

We use the information that you have given us in order to consider and process grant applications or to receive donations.

## **Who we share information with**

- We may share this information with the Halton Lune Hydro Company who generates the funding for the trust for public benefit.
- Relevant regulatory authorities
- External auditors or inspectors

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

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>

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