



UK Registered Charity No. 270775  
3<sup>rd</sup> Floor, International House, 41 The Parade, St Helier, Jersey JE2 3QQ  
Tel: (01534) 487757 Fax: (01534) 485261  
Email: [greenhallfoundation@fcmtrust.com](mailto:greenhallfoundation@fcmtrust.com)

## PRIVACY NOTICE

At Green Hall Foundation we are committed to protecting your privacy, and promise to respect your personal information and do all we can to keep it safe.

This privacy notice sets out how we deal with your personal data which we collect from you in the course of your use of our website and as a result of interacting with us in other ways, including any application you may make to us and throughout our relationship thereafter.

### WHO WE ARE

Green Hall Foundation is a UK registered charity active in the UK and administered in Jersey. Green Hall Foundation is a data controller for the purposes of the EU's General Data Protection Regulation (GDPR) and the Data Protection (Jersey) Law 2018 and all other data protection legislation as applicable to Green Hall Foundation from time to time (the **Data Protection Laws**).

Reference to "we" and "us" in this Privacy Notice include Green Hall Foundation.

### WHERE AND WHEN WE COLLECT YOUR DATA

We may collect and process your personal data from a variety of sources including:

- Your use of this website or when you contact us by telephone, post, e-mail or through any other means;
- When you register with us and set up an account with us or apply for a grant;
- When you use our services or through your interactions with our officers and employees and advisors;
- When we collect publicly available information about you.

### WHAT PERSONAL DATA DO WE COLLECT FROM YOU?

We may collect and process the following types of personal data:

- Your name;
- Your title;
- Your residential or correspondence address, email address and telephone numbers;
- Your position within your charity;
- The name, address and Charity registration number of the Charity you represent;
- Details of your visits to our websites and applications including, but not limited to, traffic data, location data and other communication data, and the resources that you access;
- Details of your interactions with us, including any which occur electronically or in person; and
- Information regarding the aims and objectives of your Charity.



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#### **HOW DO WE USE THIS INFORMATION?**

We use your personal information to:

- Administer and review your applications for funding;
- Respond to your enquiries;
- Maintain records of your correspondence, applications history, enquires and comments you have made;
- Contact you in your capacity as a representative of your charity;
- Comply with our legal and tax obligations, including reporting and liaising with UK and Jersey tax authorities;
- Carry out money laundering checks and for fraud and crime prevention and detection purposes; and
- Other purposes reasonably ancillary to the above.

#### **WHEN WE MAY DISCLOSE YOUR PERSONAL DATA**

**We do not sell your personal details to third parties.**

We may disclose your personal data to the following for the purposes:

- To third party data processors who process your personal data on our behalf (such as our IT systems providers and trustee administration service providers);
- To third parties service providers which are themselves data controllers such as professional advisors, banks and other service providers;
- To other financial institutions or regulatory bodies with which personal data and other information is shared for fraud and crime prevention and credit risk assessment/mitigation;
- To any national and/or international regulatory, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request; and
- To any central or local government department and other statutory or public bodies as required.

#### **INTERNATIONAL TRANSFERS**

As part of the services offered to you through our website, the information you provide to us may be transferred to, and stored at, countries outside of the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU or one of our service providers is located in a country outside of the EU. We may also share information with other equivalent national bodies, which may be located in countries worldwide. These countries may not have similar data protection laws to the UK. If we transfer your information outside of the EU in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy.

If you use our website while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.





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## **RECORD RETENTION**

We will retain your personal data for as long as necessary to fulfill the purposes of your application or any other activity that you have engaged with us. Once your application is complete, then we may have legal and regulatory obligations to fulfill in connection with data retention which will mean that data is held for longer.

Additionally, we may also retain personal data in some circumstances for a period of at least ten years in order to ensure that we are able to answer any queries, complaints, tax queries or investigations or any legal proceedings which may arise. Such circumstances include where we have made grants to you.

We operate an annual audit and remove any details of charities with whom we have not had contact with in the last 10 years where appropriate.

## **LEGAL BASES FOR PROCESSING YOUR DATA**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- With your consent at the time you are making an application or when you register on our website. You have the right to withdraw consent at any time by contacting us as set out below;
- Where we need to perform a contract we are about to enter into or have entered into with you;
- In certain circumstances, where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and
- Where we need to comply with a legal or regulatory obligation.

## **PROTECTING YOUR PERSONAL DATA**

The security of your information is very important to us. We ensure that there are appropriate controls and procedures in place to protect your personal data. For example: when registering online the data is stored on a secure server.

We undertake regular reviews and ensure that your details are only accessible by appropriately trained and authorised staff and trustees.

## **KEEPING YOUR INFORMATION UP TO DATE**

We would appreciate it if you would update any change in your contact details or personal data online via our website [www.greenhallfoundation.org](http://www.greenhallfoundation.org).

We take appropriate measures to ensure that information is kept for as long as necessary and only for the purposes for which it is given.

## **YOUR RIGHTS**



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You have a number of rights with regards to the personal data that we hold about you, such as the right to obtain a copy of the information we hold and the right to rectify any incorrect data.

In some cases, you have the right to request the erasure of the data we hold, port it to another data controller, to you or a third party and/or and to restrict the processing of this data. This is limited to any legal or statutory obligations we may be obliged to fulfill. Where the data has been collected based on your consent, you will also have the option to withdraw your consent (but this will not affect the processing of any information prior to you withdrawing that consent).

If you have any queries regarding your rights, or if you would like to exercise any rights as outlined, please contact us by email at the address provided in the "Contact Us" section below.

#### **CHANGES TO THIS NOTICE**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal data, we will amend this Privacy Notice as held on the Green Hall Foundation website.

#### **CONTACT US**

If you have any questions in relation to this Privacy Notice or your rights regarding your personal data, please contact us at:

[greenhallfoundation@fcmtrust.com](mailto:greenhallfoundation@fcmtrust.com)

You have the right to make a complaint at any time to the Office of the Information Commissioner's Office (OIC), the Jersey supervisory authority for data protection issues ([www. https://dataci.je/](https://dataci.je/)). You also have the right to complain to the supervisory authority in the UK (The UK's Information Commissioner's Office – <https://ico.org.uk/>) and/or any other relevant supervisory authority.

We would, however, appreciate the chance to deal with your concerns before you approach any supervisory authority so please contact us in the first instance.