



### Privacy Notice (September 2020)

The Radford Charitable Trust is committed to ensuring that your privacy is protected.

In order to operate, the Radford Charitable Trust needs to gather, store and use certain types of information about individuals. **The General Data Protection Regulation describes this as a “legitimate interest”: we cannot make grants or lend instruments without this information.**

When you first come into contact with The Radford Charitable Trust, we may store your personal information such as name, address, telephone number, email address, only as permitted by applicable data protection laws (including GDPR, May 2018) or with your consent. We ensure any data collected is relevant, accurate, up to date, not excessive, treated confidentially, used in a controlled manner, is not kept longer than necessary, is processed in accordance with individuals' rights and is stored securely.

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we store.

Because we may need to contact other people (as detailed on the relevant consent form) we need to ask for your consent. We only contact people and organisations within Great Britain.

The Trust will maintain records securely for historical and statistical purposes. In practice, and in order to comply with our grant giving and instrument loan policies, we need to keep the records for at least 20 years to ensure that people do not apply for and receive more help (financial or otherwise) than they are eligible to under the Trust's policy.

You may ask to see all of the personal information which we hold about you. Please contact our Data Controllers on [radfordtrustgrants@gmail.com](mailto:radfordtrustgrants@gmail.com). If you believe that any of this is incorrect or incomplete, you have the right to change it.

If you have any queries about this issue, please contact our Secretary and Grants Administrator in the first instance on [radfordtrustgrants@gmail.com](mailto:radfordtrustgrants@gmail.com) or on the telephone number below.

**The Radford Charitable Trust's Data Protection Policy** can be found on our website:  
[www.radfordtrust.org](http://www.radfordtrust.org)