

PRIVACY STATEMENT

Preservation of your privacy is important to the Ouseley Church Music Trust (the “Trust”) and we are committed to letting you know how we use your personal information and to making only responsible use of your data to the extent permitted by law.

References in this privacy statement to “we” and “us” are references to the Trust—a charity registered in England and Wales with the number 527519. References to “you” and “your” are references to the stakeholders in the Trust, e.g., trustees, beneficiaries (individual and corporate), individuals associated with corporate beneficiaries, supporters, other users of the Trust’s services, professional advisers, &c.

What personal data do we collect?

The Trust collects details about your organisation when it makes an application to the Trust either for itself or on behalf of an individual. In addition, we also ask for some basic personal information from you as an individual, in the following situations:

- As the contact, or an official, of the organisation enquiring about our work, or making an application for a grant.
- If you are a supporter of the Trust.
- If you are a trustee, or a volunteer associated with the Trust (e.g., as a member of a working group or one of our committees).
- This information may include all or some of the following information: your full name, job title, e-mail address and telephone number. We also may ask for some non-personal data (e.g. how you heard about the Trust or the services you are interested in).
- If your child is the subject of an application for school fees, we may also ask you to complete a Financial Declaration which asks, among other things, for personal information such as your full name, job title, e-mail address and telephone number as well as details of your income and outgoings, capital assets, mortgages and debts, &c. (This is not an exclusive list).

You are responsible for making sure you give us accurate and up to date information. If you are providing information on behalf of another person, you will need to tell them how to find this privacy statement and make sure they agree to us using their information for the purposes set out in it.

We will also collect personal data when you access the services we offer. In all instances where we collect data from individuals, it is in order to better deliver our charitable services and for the more effective administration of our grants programme.

How do we use your personal data?

We use your personal information to send you information about the Trust; to manage the day-to-day activities of the Trust; and/or to provide the service(s) you have requested from us. We never share your information with third parties unless that is necessary in order to deliver the service you have requested from us. Primary examples of this include, but are not limited, to:

- Sharing data with other trusts and grant-making foundations to administer our grants programme more effectively.
- Sharing data with our staff or volunteers, including our trustees.
- Sharing data with our professional advisers.

We shall never share your information with third parties for marketing purposes without asking for specific, informed and unambiguous consent.

From time-to-time, we may ask you for feedback on the Trust and its activities. We may use your feedback, but we shall not attribute it to you (e.g., by quoting a name and organisation alongside the feedback) unless you consent specifically and unambiguously to our doing so.

We never share your information without asking for specific, unambiguous consent (usually given by your signing our Financial Declaration). If, in any case, this consent is not received then your data will not be shared.

Your rights to be informed

To update your data

If you wish to access or rectify any personal data that we have collected on you or if you wish to see any personal data, we hold on you, please contact the Clerk at clerk@ouseleytrust.org.uk

We will respond to your request within one calendar month.

To delete your data

If you wish to have your data removed entirely from our records, please contact the Clerk at clerk@ouseleytrust.org.uk

We will comply with your request within one calendar month.

Please note that for legal reasons we are required to keep financial/transactional records for a minimum period of six years from the end of the financial year in which the transaction was made.

To move your data

If you wish to have your data transferred from the Trust to another organisation, please contact the Clerk at clerk@ouseleytrust.org.uk

We will respond to your request within one calendar month.

To withdraw your consent

If you wish to withdraw your consent from receiving our email communications, this can be done by writing to the Trust at PO Box 1505 Wroxham Norwich NR12 8TJ or by e-mail to the Clerk at clerk@ouseleytrust.org.uk

Please note that this does not apply to emails sent by the Clerk which relate directly to the service you have requested. However, you can reply to these emails at any time with any concern or questions you may have about the personal data we hold on you or about the way in which we use it.

To object to, or restrict, data processing

If you object to the Trust processing your personal data, or wish to restrict the way in which this is done, please contact the Clerk at clerk@ouseleytrust.org.uk

We will respond as soon as possible, but this may affect our ability to deliver our services to you.

How long do we retain your data?

We retain your personal data for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation, typically 6 years). In the case of personal information (including financial information and personal information about you and/or your family) relating to an application for assistance with school fees, we shall destroy this within 18 months of the final grant payment.

Personal data that we hold will be securely archived with restricted access (and other appropriate safeguards) where there is a need to continue to retain it.

Financial records, including those of grants and refunds, will be retained for a minimum period of six years from the end of the financial year in which the grant was made in order to comply with statutory obligations.

Questions or complaints

If you have questions or a complaint about the way your personal data has been processed by the Trust, please email the Clerk at clerk@ouseleytrust.org.uk

If you wish to take your complaint further, you can contact the Information Commissioner's Office (ICO), which is the independent regulatory authority who exist to uphold information rights in the UK. For more information, visit its website or call its helpline on 0303 123 1113.

Changes to our privacy statement

Updates to this privacy statement will appear on the Trust's website. This privacy statement was adopted by the trustees on 13 May 2019.