



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: Funding Applications

What information do we process?

When you apply for funding administered by LDCVS, we collect, store and process:

- Your name
- Your email address
- The name of the organisation you work or volunteer for
- Your phone number
- The address of the organisation you work or volunteer for

In some cases we also collect, store and process information relating to proposed beneficiaries of funding, such as their name and contact details relating to phone, email and residential address. In these cases, we advise that you bring this privacy notice to the attention of any named beneficiaries.

When we work with you and your organisation relating to this funding application, we may also record:

- The reason, nature and outcome of work undertaken for or with you

We may also request, record and process information about your organisation, but please note this is not personal data.

How do we collect this information?

We collect this information through online forms and through correspondence with you and your organisation.

Why do we need this information?

We need this information to efficiently and effectively collect, assess and administer funding applications.

How do we store and process this information?

We store this information on an external third-party system provided by Good Grants (www.goodgrants.com) and process it using their software. We accept the Good Grants terms of service and related policies (www.creativeforce.team/tos) which state how their systems comply with data protection legislation and GDPR.

We will correspond with you and administer aspects of your grant application through external third party systems provided by Microsoft. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at docs.microsoft.com/en-gb/legal/gdpr

We may store additional information relating to your application and the work of your organisation on an external third party system provided by Salesforce (www.salesforce.com) and process it using their software. We accept the Salesforce terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at compliance.salesforce.com/en/gdpr

Who do we share this information with?

We do not share personal data relating to funding applications unless we request your explicit consent in writing first.

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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