



The Pearce Foundation Privacy and Data Protection Policy

Who are we?

The Pearce Foundation is a registered charity (charity number 1198611), established in 2022 to provide financial & in-kind support to small, fledgling charities and not-for-profit organisations to help them meet the needs of their beneficiaries more effectively.

We are committed to protecting the privacy of all our contacts which include grantees, beneficiaries, partners, local professionals and general supporters.

Why we need your personal information

We need your personal information to allow us to offer our services and support. We will only collect the minimum amount of information necessary to provide our service to you or to comply with our legal obligations.

Grant Applications

In order to process grant applications personal information must be provided to us, which will include name and contact details of those making the application, as well as other relevant information relating to the application. We will use this information, along with subsequent progress reports, only for the purposes of assessing your application, managing or monitoring any grant awarded and related administration or research purposes. Details may only be shared with authorities to use in their own assessment of applications and managing or monitoring of grants awarded, and for the detection and prevention of fraud. Your application, including any case history, will be held on a secure server. Applicants should ensure that no personal information relating to third parties is included without the written agreement and permission of the individuals concerned.

Finance

Where there is a need to make financial transactions, such as processing grant payments and expenses claims, we will hold details such as name, contact details and bank details within our finance system. These details are used only for the purpose of making these transactions and for holding a record of these transactions.

Photographs

We sometimes use photographs of funded projects for publicity purposes. Where these photographs include pictures of people, we request confirmation that those people in the picture have given their consent for the picture to be used in this way which may be given verbally or in writing.

Where is data stored?

All details about our donors, partners and supporters clients are inputted carefully and stored securely on Excel spreadsheets, Word docs or our google drive which is backed up each day. All documents of a confidential nature are password protected for additional security.

The legal reason we process your information and how long we keep it

We will only use your personal information for the purpose for which it was given, will not keep it for longer than necessary and will destroy the information securely after 7 years.

Third party sharing

We will never sell your personal information, or let other organisations use it for marketing. Your information will not be shared with third parties unless you have previously been informed, for example, on an application form (we will advise you if we need to share with partners or other bodies). In certain cases we must share your data as the law requires us to do so, for example, sharing financial or tax information with HMRC, or with the police for the detection or prevention of crime. We also have a duty to ensure that no fraudulent claims are made and sharing with other grant making bodies may take place to assist with this aim. Details of applications and any complaints will be shared only with our board of Trustees

Cookie Policy (when accessing our website)

We use cookies to collect information on how our website and applications are being used, such as the number of page views and how you were directed to our website. Cookies do not collect any personal data and cannot identify you as a person.

How to contact us

Should you wish to update your personal details or you have any concerns related to the collection or processing of your personal data, you can contact us at admin@pearcefoundation.org.uk

We will make sure that your details are updated or removed and are done so in line with the GDPR regulations. If you are unhappy in anyway with how we have processed your personal information, please contact us in the first instance, however if you are still unhappy you may contact the Information Commissioners Office on 0303 123 111 or find further details on their website [here](#).

Devised in keeping with the Data Protection Act (2018), the Privacy and Electronic Communications (EC Directive) Regulations (2003), and the General Data Protection Regulation (2018).

Date of Privacy and Data Protection Policy: September 2022

Date of next review: April 2024