

Privacy Policy

What is 'Personal data'?

According to the General Data Protection Regulations (2016/679), 'personal data' refers to 'any information' held by an 'identifier' (organisation controlling and/or processing data) 'relating to an identifiable person/living individual who can be directly or indirectly identified.'

While as a grantee you may provide relevant organisational information, typically in completing the application process you will also supply us with personal data. The Aziz Foundation will act as both controller and processor of this data.

Information we collect

In the discharge of our duties and responsibilities, we may collect and handle the following data from you:

1. Information you provide us with as a prospective grantee or applicant, required in order to assess eligibility for a grants award. This will include information you have passed on to us through your grants application form, including the narrative proposal, annual reports, project budget and any other supporting documentation
2. Publicly accessible online information on you, to be considered as part of our due diligence procedures
3. Financial/banking information that you supply us with, where the application has reached a successful outcome so that grants may be duly disbursed
4. Information required for monitoring the progress of a project, and as stipulated as necessary to satisfy the terms and conditions of the Grant Agreement
5. Any other information that you have provided to us, outside of the formal application process, through email communications or face-to-face meetings and introductions, and for the purposes of subscribing to our supporters emailing list

Data Processing

The Aziz Foundation is committed to meeting all statutory obligations, and in doing so will ensure the following:

- Data that we hold on you is up to date information
- Your information is stored and erased securely
- We will protect personal data from loss, alternation, or unauthorised disclosure
- Security controls are rigorously enforced to mitigate, as far as possible, the risk of data breaches

- Procedures in the event of a data breach are strictly adhered to; the breach is contained as far as possible; the grantee affected and any regulatory bodies, if applicable, are notified

For what Purposes do we use your data?

We may utilise your data for the following purposes:

1. As part of our core operational activity to award grants to applicants that we feel have satisfactorily met our criteria. This will depend on the consent of those applying, as well as the contractual obligations on the parties in the Grant Agreement on the successful completion of the application process
2. To monitor the progress of our grantees in their funded project, as stipulated in the Grants Agreement
3. In order to adhere to our legal obligations. This will include the carrying out of due diligence, in line with Charity Commission guidelines and regulations, and the following of HMRC rules and regulations on the processing of invoices and financial transactions

Data Sharing

Your personal data will be treated as strictly confidential, and will only be shared where this is necessary as part of the processing of your application. We will not share your data with third parties, without your expressed consent.

Where applicants have been successful in being awarded a grant, information will only be shared with the third parties stipulated in the Grants Agreement.

Data Retention

We shall retain your data for a period of up to six years after the completion of your project and the termination of the Grant Agreement. This is in line with HMRC accounting rules and regulations.

Rights Over Personal Data

Under GDPR, the data subject has the following rights over their personal data:

- The right to request a copy of your personal data and what we hold on you, inclusive of the purposes for the processing, and to correct this data if it contains inaccuracies or is out of date
- The right to have personal data erased where it is deemed to be inappropriate for us to continue to hold this data
- The right to withdraw consent to the processing at any stage. If this is during the application processing stage or prior to the completion of the project, this will inevitably result in the discontinuation of the application or the termination of the Grant
- The right to restrict the further processing of data where there is a dispute over its accuracy or the purpose behind its processing
- The right to object to the processing of personal data

- The right to notify the Information Commissioners Office (ICO) where this is a complaint about the processing of your data

All access or erasure requests should be directed to our Data Protection Officer by emailing enquires@azizfoundation.org.uk

Any Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Data Protection Registration

There is no requirement for the Aziz Foundation to register with the ICO, due to its status as a not-for-profit organisation.

Changes and Contact

Where there is any future change to this Privacy Policy, this will be uploaded to the Aziz Foundation website.

If you have any enquires in respect to our Privacy Policy or have any data protection concerns, you should get in contact with our Data Protection Officer by emailing: enquires@azizfoundation.org.uk

Last Updated: May 2018