**The William Leech Research Fund (‘WLRF’)**

**Privacy Notice**

The Privacy Notice has been prepared by WLRF. The contact details for WLRF are

Address: Saville Chambers 5 North Street Newcastle upon Tyne NE1 8DF

Telephone: 0191 232 7940

Email: williamleechinve@btconnect.com

The person responsible for data protection is the Secretary and can be contacted at the above address.

**Your personal information**

If you wish to apply for grant funding from WLRF you will be required to submit an application form. As a result, WLRF will hold some personal data relating to you. That data includes:

* Full name;
* Home address and, where applicable, business address;
* Home, business and mobile telephone numbers;
* Home and/or business email addresses;
* Date of birth;
* Current employment and salary and past employment (if any).

**Using your personal information**

WLRF takes its obligations regarding your data very seriously and how we control access to your data is included in our General Data Protection Regulation (“GDPR”) compliance document, which can be obtained from the Secretary at the above address.

WLRF will process your personal data for its own **legitimate interests** for good governance, accounting and managing and auditing its business operations.

WLRF will process your personal data to comply with a **legal obligation**

1. for compliance with legal and regulatory requirements and related disclosures;
2. for establishment and defence of legal rights;
3. for activities relating to the prevention, detection and investigation of crime;
4. to verify your identity and make fraud prevention and anti-money laundering checks.

WLRF will not sell or pass on your personal information to any other organisation (other than the bodies listed below) without your prior consent. To enable WLRF to meet its obligations we will share your personal information with:

* HMRC – the UK tax authorities may share your data with relevant overseas tax authorities;
* Charity Commission;
* WLRF’s auditors and lawyers;
* Members of WLRF’s Management Committee, who consider all applications, and directors of WLRF’s trustee company – The William Leech Foundation Limited – who make the ultimate decision on whether to fund projects.
* If successful in receiving funding, it is likely that we or any host organisation will require further information from you, such as your National Insurance number for the processing of payroll and pension arrangements.

If WLRF wishes to share your data with any parties not covered above it will seek your consent before processing your data.

**Contacting you**

WLRF will contact you by email, mail or telephone, unless you tell us otherwise.

**Storing and retaining your data**

WLRF will store your data securely and safely. WLRF has a legitimate interest in processing personal data during the grant assessment process and for keeping records of the process. If you are unsuccessful we will remove your data within 12 months from the date of your application. The personal data for successful candidates will be kept for six years from the date of appointment.

Any host organisation that is appointed will have its own policies regarding data protection and you can find out more through their website.

A legal or regulatory requirement to retain your data would override your wish to remove your data.

**Accessing your data**

You can request to see your personal data that is held by WLRF by contacting the Secretary in writing at the above address/email address.

**Your rights under applicable data protection law**

Your rights are as follows (noting that these rights do not apply in all circumstances):

* The **right to be informed** about the processing of your personal data;
* The right to have your personal data **corrected if it is inaccurate** and to have **incomplete personal data completed**;
* The right **to object** to processing of your personal data;
* The right **to restrict processing** of your personal data; and
* The right to **request access** to your personal data and how we process it.

You also have the right to complain to the Information Commissioner’s Office. It has enforcement powers and can investigate compliance with data protection law: **ico.org.uk**