Data Privacy Notice

Ulster Garden Villages Limited (UGV) is a grant-making Trust which aims to make a real and lasting difference to the lives of people in Northern Ireland.

Overview

Ulster Garden Villages recognises that we must protect the personal privacy of individuals whose personal data we may obtain. Personal data is any information that relates to an individual who can be identified from that data.

Why do we collect data?

* To process applications to our Common Fund for funding
* To obtain email and telephone numbers for any questions, queries or enquiries regarding your application
* To ensure that our donations are used for the purposes outlined in the application process
* To provide information to charities on other available funding sources
* For evaluation and reporting purposes
* For Fraud detection and Audit purposes
* Statutory and law enforcement purposes

We may hold the Application Forms provided for the lifetime of Ulster Garden Villages. This highlights the history of our grant and application relationship with the applicant. We may hold photographs of you along with your name for the duration of Ulster Garden Villages Limited.

The personal information we collect and use:-

* Email and telephone/mobile contact numbers for the Main Contacts within the charity relative to the application for funding and any subsequent grant monitoring or enquiry
* Certain charities with volunteer contacts provide their home address/telephone number/email address as the Main Contact Address
* The name of the Chair of the Organisation
* Invoices for payment where a grant has been given for purchases or other services
* Where we provide funding for a salaried post we may ask for the name of the Post Holder and their Job Description.

We have a policy of making our grants conditional on the applicants successfully raising the remainder of funding from other sources. Evidence of the other funding is requested and where the funding is from an individual source, a redacted statement is acceptable.

The funded organisation should obtain consent/permission from other funders when providing evidence of their donation.

Ulster Garden Villages will never sell information gathered through our application process. Consent is the lawful basis on which we collect and use personal data obtained from individuals.

We will share your information with the following:

* Members of the Committee of Management (Trustees), Staff and Office Bearers of Ulster Garden Villages Limited
* The Company’s Legal Advisers, Accountants and Auditors
* Law enforcement, Charity Commission for NI and other bodies with statutory powers

We are responsible for the safe storage of the personal information which we process. If the Main Contact or other contacts change at any time, we would ask that Grantees inform us so that we may keep our records up-to-date accordingly.

Appropriate safety measures are in place to ensure your personal data remains secure and is used only for the purpose intended. We limit access to your personal information to those who have a genuine business need to know it.

Those Staff processing your information will only do so in line with their authorised authority and in line with their duty of confidentiality.