



GWENDOLINE AND MARGARET DAVIES CHARITY

Privacy policy

Introduction

The Gwendoline and Margaret Davies Charity ('the Charity') is committed to complying with privacy and data protection laws. The Charity is registered with the Information Commissioner's Office. This policy sets out how the Charity uses and protects the information that it is given and what to do about any concerns.

Background

The Margaret Davies Charitable Trust (Charity number 235589) was established by Margaret Davies (the founder) and her sister Gwendoline Davies (a trustee) under a trust deed dated 15th March 1934, to continue to support the two sisters' interests and concerns. It is generally known as The Gwendoline and Margaret Davies Charity ('the Charity').

The Charity is an independent grant-giving charity based at Plas Dolerw, Milford Road, Newtown SY16 2EH. It supports charities in Wales that benefit the arts, education, health, and social concerns.

Our responsibilities

As a grant-making trust the Charity has a legitimate interest and legal basis on which to hold the personal data of individuals making applications on behalf of an organisation which enables it to assess and award grants. We are therefore responsible for storing and managing that personal information in compliance with legal duties and guidelines.

Data collection

The Charity collects data for the purpose of assessing grant applications, distributing awards and monitoring success. Personal data is collected during the application process which includes the name, job title, email address and telephone number of applicants. Data is collected about the purpose and details of the application and any additional information needed to assess it. For successful applications financial information is held during the process of payment and completion reports including photographs.

Data use

Data is used to enable the Charity to communicate with grant applicants, conduct due diligence on organisations, report on and assess applications, distribute funds to successful organisations, monitor grants and generate publicity for the Charity.

Data storage

In principle, the Charity will not share data with anybody outside the organisation. Data will be used and managed primarily by the Director and will be shared with the trustees as part of the review and grant-making process as required.

All information and data provided will be kept securely and treated with care and respect. Appropriate security mechanisms will be in place to store and protect data against unauthorised access, improper use, alteration, destruction, or accidental loss.

Data will be kept for one year only if an application is unsuccessful, and for up to five years if the application is successful, to inform future grant-giving and to enable the Charity to review the impact of its grant-making activities. Bank details will be destroyed once the Charity has received notification that the grant has been received by the successful recipient organisation.

Your rights

Applicants have the following rights concerning the way the Charity will use their data:

- Where the use of data requires consent, this may be withdrawn at any time.
- Applicants may request a copy of the data that is held about them.
- Applicants may change the method used to communicate with them or process data about them.
- If applicants are not satisfied with the way that the Charity has processed their data, they have the right to complain to the Office of the Information Commissioner.

The Gwendoline and Margaret Davies Charity will not sell or trade personal data to third parties, and personal data will only be passed to third parties where it is directly in connection with the grant or is required by law.

Contacting the Charity

If you have any questions about this policy, then please contact Heather Black (Director) on daviescharities@gmail.com or 07539141215.