Privacy Notice

Grace Wyndham Goldie (BBC) Trust Fund

Introduction
Your trust is very important to us. The Trustees are committed to protecting the privacy and security of your personal information. It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with data protection law.

What will we collect and how will we use it?
The information you provide when making an application will constitute personal data and some of the information may be sensitive personal data under the Data Protection Act [2018] and the General Data Protection Regulation 2016/679. The Trustees decide the purposes for which, and the way in which, your personal data is held and used. (This is called being the “Data Controller”.) Our authority for doing so (our “legal basis”) is that, if you sign this form, you will be giving us your consent to do so. The Trustees will hold and use the personal data you provide for the purposes of considering your application, exercising their discretion to accept or reject your application and implementing their decision.

How long will we retain your information?
Once the Trustees have made their decision, the personal data you have provided in support of your application will be destroyed. A record of your application will be kept for a period of 7 years. The record will include your name, contact details, a brief summary of your application, the Trustees’ decision and the details of any payment made. We do not need your consent for this because we have a legitimate interest in retaining such details for accounting and auditing purposes and in case queries arise over a decision.

Your rights and more information
Remember, you are in control of your personal information and you have certain rights, including rights:

- to request a copy of any information we have about you;
- not to have our system make important decisions about you;
- to ask us to correct information that’s wrong, to delete it or to request that we only use it for certain purposes; and
- to send your data to another organisation.

Please note that some of these rights are available only in certain circumstances. You can find out more from the Information Commissioner’s Office at https://ico.org.uk. To ask us to do any of these things, please contact The Secretary,
If you have any questions about how the Trustees handle your personal information, or you wish to find out about your rights, please contact The Secretary, Grace Wyndham Goldie (BBC) Trust Fund, Pension and Benefits Centre, BBC Cymru Wales, Central Square, Cardiff CF10 1FT.

If you raise a complaint about the way Trustees have handled your personal information, you are entitled to lodge a complaint with the Information Commissioner’s Office (ICO), which can be contacted at https://ico.org.uk/concerns/.