

Privacy Policy

Who we are

Our website address is: www.opennorthfoundation.co.uk

Introduction

This explains how we, the Open North Foundation (ONF), use data about living individuals.

Why do we need your information?

Open North Foundation (ONF) provides grants to make a genuine difference to local businesses in North East England, with a view to building up long-term support.

Whose data do we collect?

We hold data on those who have given financial or other support to ONF, those who might do, and those who apply to the ONF for grants.

ONF collects information about you when you connect with us as a donor, beneficiary, supporter, or make a general enquiry. This may cover anything from your contact details to financial information, or your responses to questionnaires we've sent you and feedback you've provided.

How we obtain your data

The majority of the information we hold about you has been provided directly to us by you, whether personally or by the organisation you represent.

In some cases we may collect data from someone else. Examples include referees provided to support applications or where existing supporters feel you may be interested in supporting our work and suggest your name to us

We may also use publicly available directories and similar information such as Companies' House

What we do with your data and why

We will use the information you provide to:

- fulfill your requests – such as applications for grants
- process donations or other payments and verify financial transactions
- record any contact we have with you
- prevent or detect fraud or abuses of our website and enable third parties to carry out technical, logistical or other functions on our behalf

- to carry out research on the demographics, interests and behaviour of our users and supporters to help us gain a better understanding of them and to enable us to improve our service. This research may be shared internally and with our Directors
- communicate with our supporters, donors and beneficiaries
- if you have agreed to it, provide you with information that we think may be of interest to you.

Supporters and Volunteers

The core purposes of our data processing are to:

- build financial and volunteer support for ONF through various fundraising and marketing activities
- send communications to you about ONF
- administer donations
- promote the aims and objectives of ONF through other activities.

We may use data obtained other than from you to ensure that your contact details are up to date, to plan our fundraising (including from time to time using indicators of affluence so as to reflect the possible level of donation someone is able to make) and to ensure that appropriate due diligence is carried out to safeguard the assets and reputation of the ONF.

We collect the following classes of information:

- Name(s) and address, email, phone number and other relevant contact details and communication preferences
- Financial information
- Information relating to links and connections with and in North East England
- Records of donations including assets used to make donations
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.
- Information necessary for us to manage funds you have established or supported

Information on Grantees

We collect the information described below in order to solicit and process applications for grants from ONF. Some of the information may also be processed in the ways described above under “Supporters and Volunteers” since some grantees also volunteer for ONF or support its work in some way.

We collect the following classes of information:

- Name(s) and address, email, phone number and other relevant contact details and preferences
- Purpose and details about an application for a grant
- Any other information needed for the assessment of a grant which may include financial and employment information

- Details about any grant which was made
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.
- Appropriate information supplied in the grant application that relates to the beneficiaries of the grant
- Specific information relating to the criteria of ONF programmes and funds.

Protecting your data

We keep your data secure in our database with appropriate security mechanisms in place.

Our policy is not to share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data.

Examples are given below:

- We will provide information to HMRC and any other government department where there may be a legal obligation
- We will share information on grant applicants with grant panel members, donors and external assessors. We will also typically publish data in on our website and in our annual review on grant recipients for groups/organisations (amounts/names/purpose) but we anonymise details for any individual grantees, as agreed in the terms and conditions of each grant.
- We may share basic information on the attenders at an event or function or meeting with the host or other person who has a volunteer role within ONF.

Our responsibilities

The law requires us to tell you the basis on which we process your data.

- If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity.
- Other activities are carried out to fulfil a contract or agreement. Examples include holding funds which are subject to Fund / Donor Agreements or organising a ticketed event. Each requires us to know who you are and to process your information in order to do the thing you have asked us to do. If a contract is in place then we will process your data based on that contract.
- In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your “interests or your fundamental rights and freedoms are not overriding”. Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between donors, grantees and ONF are often long term, and so we expect to keep your data for as long as that relationship exists, until we no longer need it or you have withdrawn your consent (and we have no legal obligation to continue to hold it).

Your rights

The law requires us to tell you that you have a variety of rights about the way we process your data. These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like managing a Fund / Donor Agreement, may mean we cannot entirely stop processing your data. However, we will always endeavour to comply with such a request.
- If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, please contact us:

Open North Foundation, C/O Stephenson-Mohl Group, Mailing Exchange, Hoults Yard, Walker Road, Newcastle upon Tyne, NE6 2HL

E: enquiries@OpenNorthFoundation.co.uk