

Privacy Policy

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to ensure you are informed and confident about giving us your information.

This policy applies to all trustees, beneficiaries and those who email, call or write to us. In certain circumstances we may also provide an extra privacy notice, which will always refer to this page.

We will not sell your personal data with other organisations. We will only share data with other organisations when it is necessary. The privacy and security of your data is assured.

Who are 'we'?

The Mike and Claire Griffin Charitable Trust was set up in 2014 by Mike Griffin, a local farmer, to benefit the villages of Bierton and Hulcott.

The Trust provides discretionary funding through grants that may include the preservation of certain public buildings or architectural interest as well as for educational purposes.

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to trustees@griffintrust.org or by post to the following address:

The Mike & Claire Griffin Charitable Trust
16 Holts Green
Great Brickhill
Milton Keynes
MK17 9AJ

What personal data do we collect?

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, date of birth, address, phone number, email address) will be collected and used by us. We only collect the personal data that we need.

We collect personal data in connection with specific grant applications in order to ensure compliance with the objects of the charity. We store personal data for ten years and then it is archived.

You can give us your personal data by filling in the grant application forms, or by corresponding with us (by phone, email or post).

This personal data you give us may include name, title, address, date of birth, age, gender, place of study, course of study, email address, telephone numbers and bank account details (for the purpose of making electronic payments to you).

If the grant is to a minor the name of the person with parental responsibilities and relationship will be recorded.

Information we generate

We conduct analysis on the information we hold, which can in turn generate personal data.

How we use your personal data

We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Your personal data will be collected and used to help us deliver our charitable activities or complete your grant application. The use of your data will depend on the nature of our relationship with you and how you interact with us.

Marketing communications

If you choose to hear from us we may send you information about student grant application deadlines for example.

We'll only send these to you if you agree to receive communications from us and we will never share your information with other trusts or organisations unless it is necessary. If you agree to receive information from us you can change your mind at a later date.

We'll always act upon your choice of how you want to receive communications (for example, by email, post or phone). However, there are some communications that we need to send. These are essential to fulfil our promises to you as a beneficiary of the Trust. Examples are:

- Correspondence about your grant application.
- Follow up following a grant payment.

Sensitive personal data

The Act defines 'sensitive personal data' as information about racial or ethnic origin, political opinions, religious beliefs or other similar beliefs, trade union membership, physical or mental health, sexual life, and criminal allegations, proceedings or convictions.

We do not ask for or collect any sensitive personal data.

Disclosure of personal data to other bodies

In order to carry out our charitable responsibilities, we may, from time to time, need to share personal data with one or more third parties such as government departments or agencies e.g. HM Revenue & Customs and The Charity Commission.

Updating your data and marketing preferences

We want you to remain in control of your personal data. If, at any time, you want to know what information we hold on you, update or amend your personal data or communications preferences please contact us:

By email to trustees@griffintrust.org or by post to the following address:

The Mike & Claire Griffin Charitable Trust
16 Holts Green
Great Brickhill
Milton Keynes
MK17 9AJ