



# High Sheriff Youth Awards

## Helping young people make Surrey safer

### Privacy and Data Protection Policy

#### 1. Introduction

The High Sheriff Youth Awards ('the HSYA') takes the privacy of personal information very seriously. This Privacy and Data Protection Policy is intended to make clear how the HSYA manages personal data for the purpose of carrying on its charitable grant giving and legitimate business activities.

The HSYA adheres to the principles of the General Data Protection Regulation, which specifies that personal data must be:

- processed lawfully and fairly;
- collected for specific purposes;
- relevant and limited to what is necessary;
- accurate;
- kept secure and for no longer than necessary.

Personal data is information relating to an identifiable individual or individuals which may be provided through the HSYA's website, by email or post, over the telephone or in person.

The HSYA may collect and hold personal data associated with the following:

- registered charities and other organisations applying for or in receipt of charitable grants;
- the HSYA's Trustees, Panel and Council members and Administrators;
- donors and sponsors of HSYA;
- suppliers of goods and services.

#### 2. Responsible Person

The HSYA's trustees have appointed the Chairman of the HSYA, Peter Lee DL, to be responsible for privacy and data protection matters. He may be contacted by email at [plee@foundationhouse.org.uk](mailto:plee@foundationhouse.org.uk).

#### 3. What Personal Data may be collected and kept by the HSYA and how is it used?

Grant Applicants

Applicants' name, business address, email address and telephone numbers. The names and contact details for any third-party referees whose opinion may be sought about the standing of a grant applicant. Records of meetings and telephone conversations between grant applicants and the representatives of the HSYA. Individual case studies presented as examples of a grant applicant's work.

The information will be processed only for the purposes of assessing whether an applicant will be recommended to receive a grant and for receiving reports from time to time during or on termination of the period of a grant award. Information contained within a successful application may also be included within the HSYA Annual Review. A statement on the HSYA's website makes clear that by submitting an online application the applicant gives consent for personal data to be held for these purposes.

## **HSYA Trustee, Panel and Council Members and Administrators**

The HSYA will hold the following information for all HSYA Trustee, Panel and Council members and Administrators: name; address; email address; telephone numbers: data for retirement from HSYA and Disclosure and Barring Service (DBS) check number and status. This information is held to facilitate contact and communication with HSYA Trustee, Panel and Council members and Administrators.

### **Donors and Sponsors**

The HSYA will hold, process and store personal data relating to donors, including Surrey County Council, the Borough Councils and private donors in Sharepoint.

### **Suppliers**

The HSYA will hold and process personal data associated with suppliers of goods and services only for the purpose of obtaining quotes for or receipt of such goods and services.

## **4. Retention of Data**

All the information above will be collected and stored electronically in Sharepoint (which is password protected) by the HSYA's Administrator and may be accessed by the HSYA Trustees, Panel and Council members. Access to DBS information is further password protected and only accessible to the HSYA Administrator and one designated deputy.

Minutes are taken of Trustee, Panel and Council meetings which are circulated to the attendees. The minutes are stored electronically in Sharepoint by the HSYA Administrator. Paper copies are retained to be signed by the Chairman.

The HSYA will retain personal data securely and for only as long as necessary to pursue its legitimate charitable objectives.

Assessing a grant application will usually include a review of previous applications whether successful or not and this history may have some bearing on a decision to recommend a grant or not. Submission of an online application entails explicit consent to retain relevant data indefinitely.

## **5. Individual rights**

Individuals have the right to know what personal data may be held about them, to have access to such data, to restrict the way it is used and to remove it should they wish to. The HSYA will aim to comply promptly with any such reasonable request, though withdrawal of personal information may necessarily limit access to the HSYA's grant giving.

## **6. Data Accuracy and Security**

The HSYA will take all reasonable steps to update or correct identifiable personal data when it is provided to us.

## **7. Third Party Processor**

The HSYA has contracts for IT support services with third party providers, which necessarily have responsibility for some aspects of data processing on behalf of the HSYA. These services include hosting the HSYA's website and website development. These providers are under a contractual obligation to maintain data privacy and security on behalf of the HSYA and to ensure that data is processed in strict accordance with the HSYA's requirements.

## **8. Comments and Queries**

If at any time you have a comment or query about the HSYA's data management or about personal information held by the HSYA, please contact the Administrator, Mike Slee, by email at [admin@surreyhighsheriff.org](mailto:admin@surreyhighsheriff.org).

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