



### **This privacy notice explains:**

- Who we are
- How we collect, share and use your personal information
- How you can exercise your privacy rights.

Personal information is any information that can be used to identify you as a unique individual.

Yorkshire Building Society Charitable Foundation (YBSCF) is a trading name of Yorkshire Building Society (YBS). Wherever you see “we”, “us” or “our” in this privacy notice it means YBSCF.

YBSCF is the data controller and means we decide how and why your personal information is handled.

### **EU representative**

To comply with the General Data Protection Regulation (2016/679), if you are in the European Union, we have appointed a European representative.

If you wish to contact them, their details are:

Bird & Bird GDPR Representative Services SRL  
Avenue Louise 235  
1050 Bruxelles  
Belgium  
EUrepresentative.YBS@twobirds.com

### **Personal information we collect from you:**

We collect your personal information when you:

- Submit an expression of interest and/or application for funding
- Update your information with us.

The types of personal information we collect from you are:

- Identity details which include your full name
- Contact details which includes your phone number and email address.

### **Personal information we collect from others:**

As part of our relationship with you, we collect or receive personal information about you from certain third parties. The third parties include public sources such as The Charities Commission.

## How we use your personal information

We need certain personal information from you to review your charity's application for funding.

Purpose/Activity	Types of personal information	Legal basis for processing your information
To contact you in any way (including email and phone) about your funding application.	<ul style="list-style-type: none"><li>Identity data</li><li>Contact data</li></ul>	Our legitimate interest
Reporting and monitoring purposes; to receive funding updates.	<ul style="list-style-type: none"><li>Identity data</li><li>Contact data</li></ul>	Our legitimate interest
For media coverage / as case study material.	<ul style="list-style-type: none"><li>Identity data</li><li>Contact data</li></ul>	Our legitimate interest

## Sharing your personal information

The data will be shared with Yorkshire Building Society and held on Yorkshire Building Society records. When necessary, we share your personal information with:

- The Charities Commission
- Third parties where you have asked us to share your information
- Third parties where it's necessary to enter into or for the performance of a contract
- Third parties where we are required to do so by law.

All companies we work with are assessed for adequacy of their security controls, so you know your personal data is safe.

## Transfer of your personal information outside the United Kingdom

Your data will not be transferred outside the UK.

## Keeping your personal information

We keep personal information for as long as it is required by us:

- For the purposes described in 'How we use personal information' section above
- To meet our legal or regulatory obligations
- For the exercise and/or defence of any legal claims.

When determining retention periods, we consider the following:

- The maximum or minimum retention periods identified by the law or regulatory guidance
- Our contractual rights and obligations
- User expectations, the nature of your relationship with us
- Current or future operational requirements
- Forensic requirements, for example, the potential need to access data no longer actively used in order to manage or respond to complaints and disputes
- The risks involved in retention, deletion and removal
- The cost of maintaining, storing, archiving and retrieving data
- The capability or restraints of our systems and technology.

The table below provides details on how long we will retain your personal data for:

Data record	Retention
Name Email address Job title Work address Work telephone	4 years from submission of the funding application

If you would like more information on this, please feel free to contact us by using the details provided in this notice.

## Profiling

We do not engage in any profiling activities with your personal information.

## Automated decision making

We do not use any automated processes to make decisions about you.

## Your data subject rights and how to exercise them

You have rights relating to the personal information we hold about you, however, they may be subject to various exceptions and limitations.

You can exercise your rights at any time by contacting us using the details below.

**Right to request access to your personal information (commonly known as a "data subject access request"):** You have the right to understand what personal information we hold about you and why.

**Right to request correction of your personal information:** If you believe that we hold inaccurate or incomplete personal information, you have the right to request us to rectify or correct your personal information.

**Right to request erasure of your personal information:** You may ask us to delete or remove personal information. Please note, however, that we may not always be able to comply with your request of erasure for specific legal reasons.

**Right to request restriction of processing of your personal information:** You may ask us to stop processing your personal information. We will still hold the data but will not process it any further. You may exercise the right to restrict processing when one of the following conditions applies:

- The accuracy of the personal information is contested
- Processing of the personal information is unlawful
- We no longer need the personal information for processing but the personal information is required for part of a legal process
- The right to object has been exercised and processing is restricted pending a decision on the status of the processing.

**Right to data portability:** You may request your personal information be transferred to another controller or processor.

**Right to withdraw consent:** You may withdraw consent at any time if we are relying on your consent to process your personal information. This won't affect any processing already carried out before you withdraw your consent or processing under other grounds.

**Right to object:** You have the right to object to our processing of your personal information where processing is based on legitimate interest.

We may need specific information from you to help us confirm your identity before we can review your request.

The simplest and quickest way to exercise your rights is to email [community@ybs.co.uk](mailto:community@ybs.co.uk)

Alternatively you can write to us: Data Subject Request, Yorkshire House, Yorkshire Drive, Bradford, West Yorkshire, BD5 8LJ

## Data protection questions and complaints

If you have any questions or are unhappy about how we use your information or any of your rights, contact our Data Protection Officer.

**By email:** [dpo@ybs.co.uk](mailto:dpo@ybs.co.uk)

**By post:** Data Protection Officer, Yorkshire House, Yorkshire Drive, Bradford, West Yorkshire, BD5 8LJ

If you're not satisfied with the way we handle your complaint, you are entitled to raise a complaint directly with the UK Information Commissioner's Office. See [www.ico.org.uk](http://www.ico.org.uk) for details.