



# GLOBAL GREENGRANTS FUND UK

Where change takes root

## Privacy Notice

This is the privacy notice of Global Greengrants Fund UK, [www.globalgreengrants.org.uk](http://www.globalgreengrants.org.uk). The Site is owned by Global Greengrants Fund which is based in US. This privacy notice provides information about the different types of personal information that we collect and the ways in which we collect it when provided to us or collected by us through our website or where you otherwise engage with us.

If you have any queries, please contact us using the details included at [section 14](#).

At Global Greengrants Fund UK, we are committed to protecting your privacy, being transparent about the data we hold, and giving you control over how we use it.

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### 1. Who we are

Global Greengrants Fund UK is a registered charity 1151527, and a company limited by guarantee with company number 8113055. We are the European sister organisation of Global Greengrants Fund, a not for profit organisation registered in the USA.

Global Greengrants Fund aims to protect the environment in a sustainable manner, by delivering grants to local people in affected areas.

### 2. When do we collect your personal information

We may hold information relating to you from a number of sources, and will collect personal information about you:

- (a) When you give it to us **directly**

For example, personal information you submit through our website by contacting us, making a donation, signing up to our newsletter, or any personal information that you share with us when you communicate with us by email, phone or post.

- (b) When we obtain it **indirectly**  
Your personal information may be shared with us by third parties, such as organisations acting on our behalf. To the extent that we have not done so already, we will notify you when we receive personal information about you from them, and tell you how and why we intend to use that personal information.
- (c) When it is **publicly available**  
Your personal information may be available to us from external publicly available sources. This may include information available on Companies House, the Charity Commission and other charity registers, reputable media articles, publications and company websites and professional networking sites such as LinkedIn. Depending on your privacy setting for social media services, we may access information from those accounts or services, including from Facebook, Twitter or Instagram.
- (d) When you visit our **website**  
Global Greengrants Fund UK's website uses Google Analytics and other tracking technologies to improve your experience of the website – this can involve collecting personal information.

### 3. What personal information do we use

We may collect, store and otherwise process the following kinds of personal information depending on how you interact with us:

- (e) your name and contact details, including email address, postal address, telephone number; social media identity; and contact preferences;
- (f) any donations you make to us; your bank details; and taxpayer status;
- (g) your communication preferences;
- (h) details of your qualifications/ experience;
- (i) information about your computer/mobile device, and your visits to and your use of this website (including, for example, your IP address and geographical location); and
- (j) any other personal information which you choose to share with us e.g. through voluntary surveys.

### 4. How we use your personal information

Once you choose to provide us with your personal information, we will make reasonable efforts to ensure that it will only be used for the purposes specified in this privacy notice.

Global Greengrants Fund UK may use your personal information:

- (k) to provide you with information about our activities that you have requested e.g. where you have signed up to receive our newsletter;
- (l) to enhance your experience on our website;

- (m) to provide updates about our work, services, activities or publications (where necessary, and only where you have provided your consent to receive such information);
- (n) to process your donations i.e. through Now Donate or PayPal;
- (o) to answer your questions or requests, and communicate with you in general;
- (p) to further our charitable aim in general, including for fundraising activities, research on supporters, and asking for your volunteer support;
- (q) to process your application for a job with us when you apply through our “Careers” page;
- (r) to process your grant applications;
- (s) to analyse, evaluate and improve our work, services, activities or information (including our website);
- (t) to audit/administer our accounts;
- (u) for the prevention of fraud or misuse of service; and
- (v) for the establishment, defence or enforcement of legal claims.

#### 5. Research for fundraising

If we consider that you may be interested to donate to our work, we may analyse your personal information to create a record of your interests and preferences, to allow us to ensure that communications (e.g. by post, telephone, email, text or social media) are appropriate and relevant, and to generally provide you with an improved user experience.

Fundraising is an important element of our charitable work so we may undertake research or analysis to assess your ability to support Global Greengrants Fund UK financially. This may include an assessment of your income and/ or wealth and our assessment of your willingness to make donations to particular projects or Global Greengrants Fund UK more generally. We may use analysis to help us identify your likely support for particular projects.

We will always endeavour to make sure that we share the most appropriate communications, and will do so in a way which we believe is relevant, timely and that provides you with an improved experience. All of these activities are undertaken to ensure that we are working in a cost-effective manner and allow us to raise more funds in support of Global Greengrants Fund UK's work.

**You have the right to opt-out of your personal information being used in this way. Please contact us at [info@globalgreengrants.org.uk](mailto:info@globalgreengrants.org.uk) if you wish to opt-out.**

#### 6. Lawful bases

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

- (w) **Consent**

Where you have provided your consent for our use of your personal information in a certain way, for example, where we ask for your consent to send you our newsletter via email.

(x) **Legal obligation**

Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject, for example where we have to share your personal information with regulatory bodies which govern our work, or where we claim Gift Aid on donations.

(y) **Contractual relationship**

Where it is necessary for us to process your personal information in order to perform a contract to which you are a party (or to take steps at your request prior to entering a contract), for example, we might do this where you volunteer with us, or apply for a grant with us.

(z) **Legitimate interests**

Where applicable law allows us to collect and use personal information for our legitimate interests, and the use of your personal information is fair, balanced and does not unduly impact your rights.

We may rely on this ground to process your personal information when we believe that it is more practical or appropriate than asking for your consent. For instance, we rely on the legitimate interest ground to process your personal information in order to protect the security of our networks e.g. when we receive external emails we will scan such emails for any threats.

When we process your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law).

7. Do we share your personal information?

Except where set out in this privacy notice, we will not sell, rent or lease your personal information to others. We do not share your personal information with third parties for marketing purposes.

Where your personal information is collected by Global Greengrants Fund UK, it may be shared with Global Greengrants Fund in the US.

We may disclose your personal information to approved third party processors (such as e-marketing platforms to send our e-newsletters to supporters) for the purposes outlined at [section 4](#). The third parties in question are only authorised to use that information to fulfil their contractual obligations to us, and are required to use any personal information they receive in accordance with our instructions.

We reserve the right to disclose your personal information to third parties:

- (aa) in the event that we sell or buy any business or assets, in which case we will disclose your personal information to the (prospective) seller or buyer of such business or assets;
- (bb) if substantially all of our assets are acquired by a third party, personal information held by us may be one of the transferred assets;
- (cc) for auditing purposes e.g. finance audits where we employ chartered accountants;
- (dd) if we are under any legal or regulatory obligation to do so;
- (ee) to obtain professional advice from lawyers, auditors or accountants; and
- (ff) in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

#### 8. International Data Transfers

If you are based in the EU, it is possible that personal information we collect from you will be transferred to and stored in a location outside the UK or the European Economic Area (**EEA**). This is most likely to be the USA, where a number of our third party processors are based, as is our US charity (Global Greengrants Fund).

Please note that certain countries outside of the UK or EEA have a lower standard of protection for personal information, including lower security protections. Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA (such as the USA), we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information (such as by entering into the standard contractual clauses). If you have any questions about the transfer of your personal information, please contact us using the details at [section 14](#).

#### 9. Securing your personal information

When you share your personal information, we place great importance on the security of your personal information and will always take appropriate precautions to protect it. This applies both to the physical security of the data that we hold, and the high level of digital security features that we use.

Global Greengrants Fund UK will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We restrict access to those who have a need to know and we train staff in handling information securely.

#### 10. How long do we keep your personal information?

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from our records six years after the date that it was collected. However, before this date: (i) if your personal information is no longer required in connection with such purpose(s); (ii) we are no longer lawfully entitled to process it; or (iii) you validly exercise your right of erasure under [section 11](#), we will remove it from our records.

If you ask for your personal information to be deleted we will manage your request in a transparent way, and in line with our Data Retention Policy. We may, however, retain a secure anonymised record for research and analytical purposes.

#### 11. Your rights and preferences

Global Greengrants Fund UK may contact you by post unless you request otherwise, and by telephone, email, text, social media or other electronic means depending on the communication preferences you have previously indicated.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent.

When we use your personal information you have the right to:

- (gg) Ask us for **confirmation** of what personal information we hold about you, and to request **access** to a copy of that information. If we are satisfied that you have a right to see this personal information, and we are able to confirm your identity, we will provide you with this personal information.
- (hh) Request that we **delete** the personal information we hold about you, as far as we are legally required to do so.
- (ii) Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.
- (jj) **Object** to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for statistical purposes.
- (kk) Ask for the **provision (data portability right)** of your personal information in a machine-readable format to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.
- (ll) Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

If you decide you do not want to receive any further emails from Global Greengrants Fund UK, please tell us and we will remove you from the mailing list. At any point you can request to unsubscribe from Global Greengrants Fund UK's mailing by contacting us using the details listed at [section 14](#).

Please note that where you ask us to delete your personal information for marketing purposes we will maintain a skeleton record comprising your name and contact details to ensure that we do not inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes, for example Gift Aid.

**Please note that** you also have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

12. Other websites

Global Greengrants Fund UK is not responsible for the privacy practices or the content of linked web sites. Please review the privacy notices of such websites.

13. Updating this privacy notice

Global Greengrants Fund UK may update this privacy notice by posting a new version on this website. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention where possible. Otherwise, we recommend that you periodically review this privacy notice to be aware of any other revisions.

This policy was last revised on 27<sup>th</sup> June 2018.

14. How to contact us

Global Greengrants Fund UK will continue to monitor compliance with relevant legislation in relation to personal information. You can contact us, if you have any questions about this privacy notice, or our treatment of your personal information more generally.

Email: [info@globalgreengrants.org.uk](mailto:info@globalgreengrants.org.uk)

Post: Global Greengrants Fund UK

Central Working

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London

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