



GLOBAL GREENGRANTS FUND UK

Where change takes root

Privacy Notice

This is the privacy policy of Global Greengrants Fund UK, www.globalgreengrants.org.uk, (Site). The Site is owned by Global Greengrants Fund which is based in USA.

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.

Our full privacy policy is explained below, but the main points to note are:

- We will only ask for what we need to know.
- We will collect and use the personal data that you share with us transparently, honestly and fairly.
- We will always respect your choices around the data that you share with us and the communication preferences as indicated by you.
- We will put appropriate security measures in place to protect the personal data that you share.
- We will never sell your data.

Should you have any questions regarding this policy, please contact us on info@globalgreengrants.org.uk.

Who we are

Global Greengrants Fund UK is a charity registered in England and Wales with charity number 1151527, and a company limited by guarantee with company number 8113055.

Global Greengrants Fund UK is the data controller of your information under the conditions of the Data Protection Act 2018. The 2018 Act replaces the 1998 Data Protection Act from May 25 2018.

Contact information

Our registered address is:
Central Working, 6-8 Bonhill Street, London EC2A 4BX.
We can be reached on info@globalgreengrants.org.uk

Legal Basis for Processing of Data

We collect and use your personal data only if we have one or more legal bases for doing so under the General Data Protection Regulation. The legal basis depend on your interaction with us whether you are a donor, a grantee, a funder, staff member or partner. This means we collect and use your personal data only where: you have given your consent; it is necessary to perform a contract we are about to enter into or have entered into with you; or there are legitimate interests and your interests and fundamental rights are not compromised by those interests.

How we collect information

Global Greengrants Fund UK may collect information about you in the following ways:

- When you interact with us such as when you subscribe to our newsletter, make a donation, or attend an event. Sometimes you might be interacting with an organisation working on our behalf but we are still responsible for your information.
- When you interact with third parties such as when you make a donation through a third party website e.g. The Big Give, NowDonate or Paypal and give your permission for your information to be shared with us.
- Depending on the type of device you are using, your apps and settings may supply us with additional information about the device type, your operating system, and details associated with this.
- From other information that is available to the public to help us understand more about you and ensure our communications are tailored to you. To do this, we may use information from publicly available sources.

What information we collect

Depending on how you interact with us, the information that we collect may include your name, postal address, email address, telephone number, your contact preferences, bank details, taxpayer status (in order to claim Gift Aid).

We may also gather information that is publicly available to build up a better picture of you and your interests so that we can consider how best to ask for your support. We do this to make sure our communications to you are appropriate and tailored – something we know means a lot to our supporters.

How we use your personal information

We may ask you to provide personal information that will enable us to enhance your Site visit or contact you with information you request or that may be of interest to you, e.g. when you subscribe to our newsletter or make a donation. This can include personal information such as your name, postal address, phone number and email address. If you sign up to a direct debit we will also collect your account details.

We may analyse the personal information you provide and may make use of additional information sources to help us build a better profile of you. This helps us to understand you better, to improve the service we are able to provide and to make sure our communications to you are as relevant as possible.

We keep your personal information only for as long as required, for the purposes for which it is supplied. Where your information is no longer required, we will make sure it is disposed of in a safe and secure manner.

We will only use your data in line with our commitments to you.

Fundraising

We carry out regular, targeted fundraising activities. We will always endeavour to make sure that we share the most appropriate communication, and will do so in a way which we believe is relevant, timely and that provides you with an improved experience. To achieve this, we may use publicly available data, as well as any information that you may have already provided to Global Greengrants Fund UK. This activity assists us in understanding the background of the people who support us and helps us to make appropriate requests to our supporters.

Our communications

We will ask for your consent before we use your information for purposes such as sending you emails about our work or fundraising requests. We may also use your information where we have a legitimate interest in order to carry out our activities.

We want to give you as much control over the ways we communicate with you as possible. If you prefer we did things differently – or even stop contacting you entirely – all communications from us will always explain how to opt-out of future communications or change your preferences. Our aim is to give you control over how we use your personal data that you share with us.

Alternatively, you can always contact us on info@globalgreengrants.org.uk to update your communication preferences.

Sharing your data

We will never sell your details to other organisations.

We do use approved third party partner organisations to process information on our behalf, such as an e-marketing platform to send our e-newsletters to supporters. Third parties with which we share your information are only authorised to use that information to fulfil their contractual obligations to us (such as processing donations, or international wire transfers). They are not permitted to use it for any other purpose. We retain full responsibility for how your personal information is used and we conduct comprehensive checks on these companies before we work with them and periodically throughout the duration of our relationship. A non-exhaustive list of our third party data processors include: Salesforce, Mailchimp, Stripe, CAF, Raise Your Profile Ltd (NowDonate), Paypal, The Big Give.

Keeping your details up to date

The accuracy of your information is important to us. If you change your home or email address, or if any of the other information we hold is inaccurate or changes in any way, or even if you simply wish to check that the data you have shared with us is up to date, please contact us on info@globalgreengrants.org.uk

Security

When you share your personal data, 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.

We take care to protect your personal information. We take steps to ensure that access to personal information is restricted to employees who need it and that all Global Greengrants Fund UK staff who handle personal information are fully trained and kept up-to-date on our data management, security and privacy practices.

We may transfer information submitted by you to a service provider or partner outside the European Economic Area (EEA) – which may include a country that does not have the same level of data protection as the UK. In these circumstances, we take all reasonable steps to ensure the safety and security of your information as set out in this Privacy Policy, including adhering to the EU-US privacy shield agreement, and you can be reassured that the data will always be held securely and in line with the requirements of UK data protection legislation.

Website tracking

As part of our security measures, every time our website is accessed, we record the date, time and the IP address used. In some circumstances this may mean that record is linked to the personal data you have shared. Sometimes the device used to access the website (e.g. a mobile phone, tablet, laptop) may provide us with further information, such as the device and operating system. Using this information helps us to improve our site performance for example by understanding the times of day and days of week at which we see peak traffic, and to assess the popularity of different areas of the site.

Changes

Our privacy policy may change from time to time. Any changes we may make to our privacy policy in the future will be posted on this page.

This policy was last revised 7 June 2018.

Access to your personal information

Under the General Data Protection Regulation, you have the right to request and be sent:

- confirmation that your data is being processed;
- access to your personal data; and

- other supplementary information that we hold about you.

You can make a request by emailing us on info@globalgreengrants.org.uk. We may take steps to confirm your identity before releasing any information to you.

Your rights and acceptance of this policy

By sharing your consent preferences, and using our site, you consent to the collection and use of information by Global Greengrants Fund UK in accordance with our Privacy Policy.

Any personal information submitted via our website is treated in accordance with current UK data protection legislation (from May 25 2018, we will be working in accordance with the Data Protection Act 2018). To find out more about your entitlements under the current and future data protection legislation, visit the [**Information Commissioner's website**](#).

Information retention

We will hold your personal information on our systems for as long as is appropriate for the activity that you are supporting (for example participating in a campaign or making a donation to support our work). 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.

We regularly review the data we hold to ensure it is held in line with consent of the person who shared it with us.

This privacy policy is governed by the laws of England, Wales and Northern Ireland.