

Leeds Building Society Charitable Foundation

Privacy Policy

Who we are and how to contact us

Here you'll find details of what Personal Data we hold and how we use it.

Leeds Building Society Charitable Foundation, 26 Sovereign Street, Leeds, LS1 4BJ is a data controller of your Personal Data.

Reference in this document, to we, us and our means Leeds Building Society Charitable Foundation.

We reserve the right to update this Privacy Policy from time to time to keep it up to date. We will update you on material changes where possible and remind you that you can always obtain a copy of the most recent version by visiting <https://www.leedsbuildingsociety.co.uk/your-society/about-us/foundation/>, contacting us by email at foundation@leedsbuildingsociety.co.uk or by calling us on 0113 225 7518.

Information we collect and hold about you

To enable us to process your grant application and, if successful, facilitate the grant itself, we require certain information about you. Most of this will be provided by you when you make your application. This includes:

- Your title, full name, contact details (including, for instance, your email address and contact telephone number);
- Your correspondence address; and
- Records of how you have contacted us and, if you get in touch with us online, details such as IP address, device attributes (e.g. MAC address) and, if a user opts to do so, mobile phone location data.

What are the legal grounds for processing your Personal Data (including when we share it with others)?

Under data protection laws, we can only process your Personal Data for certain reasons (including when we share it with other organisations). Below, we set out these reasons:

- 1. The UK's data protection laws allow the use of Personal Data where its processing is legitimate and isn't outweighed by the interests, fundamental rights or freedoms of data subjects. We will use your Personal Data for the following legitimate interests:**
 - To process applications for charity funding sent to the Leeds Building Society Charitable Foundation based on our [grant giving guide](#) – it is a condition of the application that a named individual must be associated with each application as the main point of contact between us and the applicant charity; and

- To contact applicants on whether their application was successful or not – the contact details provided will be needed in order to communicate this decision;
 - In the event of a successful application, the contact details provided will further be used to confirm that a payment has been made to the successful charity, in addition to providing any further information about the grant.
- 2. Processing is necessary to perform our contract with you (as a successful applicant) or for taking steps prior to entering into it:**
- If an application is successful, Leeds Building Society Charitable Foundation will enter into a contract with the charity setting out the terms of the grant of funding to be provided by us – as such, basic contact details (name, address) of the charity representative will be required for agreeing the contract and other contract management purposes thereafter (such as progress reports) to fulfil the delivery of the grant.
- 3. Processing is necessary for us to comply with our legal obligations**
- For establishment, defence and enforcement of our legal rights;
 - To deal with requests from you to exercise your rights under data protection laws.

Where we collect your information?

In order to manage the grant application process, we have appointed a service provider known as 'YourCause', a solution provided by Blackbaud Inc., to deliver our end-to-end grant management system. We have appointed YourCause as a data processor and as a result, it will process your personal data on our behalf. We have a data processing agreement in place with YourCause which binds it to a number of data processing obligations in addition to our instructions on how it should process your data. The YourCause Privacy Policy is [available here](#).

As part of the application process, applicants must create an account with YourCause on its secure platform, which will require the categories of personal data set out above. Once the account is created, applicants will then complete the application form for grant funding on the YourCause platform. Once the application form is complete, YourCause will then make your application form available to us, which will include the details provided of the named individual who has submitted the application form on behalf of their charity.

Is your Personal Data transferred outside the UK?

We are based in the UK but from time to time your Personal Data will be transferred outside the UK, for example to the United States, where we instruct third party service providers to assist with our management of the grant application process. For countries such as the United States which do not provide such adequate protection for Personal Data under their own laws, we will take additional steps to protect your Personal Data and to comply with our legal obligations under data protection laws, such as entering into the UK International Data

Transfer Agreement with the recipient, or other approved contractual mechanisms, as applicable.

What should you do if your Personal Data changes?

You should tell us without delay so that we can update our records. You can do this by:

- Updating your information on YourCause;
- Writing to us at, Leeds Building Society Charitable Foundation, 26 Sovereign Street, Leeds, LS1 4BJ; or
- Emailing us at foundation@leedsbuildingsociety.co.uk.

Do you have to provide Personal Data to us?

We do require the contact details of at least one individual from your charity to be named on the application as our main contact point in relation to the processing of your application for a grant of funding. If this information is not provided as part of the application form, then we will not be able to properly process the application or award a grant.

For how long is your Personal Data retained by us?

How long we keep your information for depends on the period necessary to administer the grant, check eligibility to apply for a grant (e.g. that sufficient time has passed since a previous application), to undertake contract management activities and deal with queries you may have. We'll retain your personal information for as long as we reasonably need it, for the purposes explained in this Privacy Policy. When we no longer need your data we'll destroy it safely and securely.

If you would like further information about our data retention practices, please contact us at foundation@leedsbuildingsociety.co.uk.

What are your rights under data protection laws?

Where our processing of your Personal Data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

You have certain other legal rights depending on relevant circumstances, which are briefly summarised below, in relation to any Personal Data about you which we hold:

- The right to be informed about the processing of your Personal Data;
- The right to have your Personal Data corrected if it is inaccurate and to have incomplete Personal Data completed;
- The right to restrict processing of your Personal Data;

- The right to have your Personal Data erased (the “right to be forgotten”);
- The right to request access to your Personal Data and to obtain information about how we process it (please see below for further information);
- The right to move, copy or transfer your Personal Data (“data portability”).

You are not required to pay any charge for exercising your rights. If you make a request, we will respond within the relevant statutory deadlines.

You also have the right to complain to the Information Commissioner’s Office who regulates data protection laws if you are unhappy with how we have used your data. You can find further information by visiting www.ico.org.uk or by calling the ICO on 0303 123 1113. If you would like to write, the ICO’s address is: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

How to get a copy of your Personal Data (Data Subject Access Request) or exercise your other rights

You can obtain a copy of your Personal Data held by us or contact us to exercise your other rights in the following ways:

- calling us on 0113 225 7518;
- email us securely - to do this visit us at www.leedsbuildingsociety.co.uk/contact-us;
- write to us at Leeds Building Society Charitable Foundation, 26 Sovereign Street, Leeds, LS1 4BJ;
- by downloading and completing the Data Access Request Form which can be found at www.leedsbuildingsociety.co.uk/security/use-of-personal-information and returning it to us.

Definitions

We explain below some of the key terms used in this document.

Personal Data	Personal Data means information that is about you and from which we can identify you.
Process or Processing	Includes everything we do with your Personal Data from its collection, right through to its destruction or deletion when we no longer need it. This includes for instance collecting it (from you), using, sharing, storing, retaining, deleting, destroying, transferring it
Legitimate interests	Data protection laws allow the Processing of Personal Data where the purpose is legitimate and is not outweighed by your interests, fundamental rights and freedoms