

Cloudesley privacy notice

Charity of Richard Cloudesley, Charity Commission Reg No 205959
Richard Cloudesley Trustee Limited, Co Reg No 7425897

This privacy notice tells you what to expect us to do with your personal information.

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Cloudesley contact details

020 7832 5802

info@cloudesley.org.uk

What information we collect, use, and why

Grants for organisations and churches:

- Personal data: names, contact details and correspondence
- Special category data: Access needs (for events or Access Bursaries)

Individual grant enquiries:

- Personal data: names, contact details and correspondence (for signposting)
- Anonymised data: information about financial needs and borough of residence

Individual grant-monitoring (pseudonymised):

- Personal data: gender, information about financial needs, housing, household type, age, partial postcode, case reference, case studies
- Special category data: Health information, Racial or ethnic origin, Sexual orientation

Professional contacts:

- Personal data: names, contact details and correspondence

Property management:

- Personal data: Names, contact details, correspondence, addresses, records of meetings, financial information.
- Special category data: Health information (when necessary for protected tenants)
- Daniel Watney LLP are the managing agents for properties owned by the charity [View Daniel Watney's privacy policy](#)

Recruitment:

- Personal data:
 - Names, contact details and correspondence
 - Employment history (e.g. CV and job application)
 - Employment references (confidential)
- Special category data: Recruitment Monitoring Form (unnamed/pseudonymised)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the Information Commissioner’s Office’s (ICO) website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the [ICO website](#).

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- Your right to erasure - You have the right to ask us to delete your personal information.
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.
- Your right to object to processing - You have the right to object to the processing of your personal data.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data**Grants for organisations and churches:**

- Contract – we have to collect or use the information so we can enter into a grant agreement with you. All of your data protection rights may apply except the right to object.

- Consent – (for special category data or for sharing data) we have permission from you after giving you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Individual grant enquiries:

- Contract – we have to collect or use the information so our Partner organisations can enter into a grant agreement with you. All of your data protection rights may apply except the right to object.

Individual grant monitoring:

- Consent (devolved to Partner organisations) - Partner organisations have permission from you after giving you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Property management:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Recruitment:

- Contract – we have to collect or use the information so we can enter into or carry out an employment contract with you. All of your data protection rights may apply except the right to object.

Where we get personal information from

- Directly from you
- Partner charities (individual grants monitoring)
- Property managers and lawyers
- Churches

How long we keep information

You can view our data retention schedule here: [Data Retention Schedule](#)

Who we share information with

We have a joint controller relationship with Cripplegate Foundation. We process personal information with that joint controller only in relation to Catalyst grants, for the joint monitoring of that programme.

Others we share personal information with:

- External auditors or inspectors
- Partner charities (individual grant enquiries)
- Professional consultant Centre for Accessible Environments (Church Access Project)
- Professional consultant Inspired Efficiency (Sustainable Church Buildings Project)
- Property managers and lawyers (landlord duties)
- IT systems and IT support providers (data processors)

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details below.

020 7832 5802

info@cloudesley.org.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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