

## DATA PRIVACY NOTICE

The Burston Open Gardens (BOG) Grant Committee receives personal information from applicants seeking financial assistance. Here is the Committee's policy on handling and retaining this information in compliance with the General Data Protection Regulation (GDPR).

### **Your personal data – what is it?**

Personal data refers to information about a living individual who can be identified from that data. Identification can occur through the information alone or together with other information that the data controller possesses or is likely to acquire. The processing of personal data is regulated by the General Data Protection Regulation (GDPR).

### **Who are we?**

The BOG Grant Committee controls your personal data and determines its processing and purposes. Contact details are below.

### **How do we process your personal data?**

The BOG Grant Committee adheres to its obligations under the GDPR by ensuring personal data is kept up to date, securely stored and destroyed, not excessively collected or retained, safeguarded against loss, misuse, unauthorized access, and disclosure, and protected with appropriate technical measures.

We use your personal data for the following purposes:

- To enable the Committee to discuss and evaluate the merits of your application for financial assistance.
- To maintain our own accounts and records of decisions made by the Committee.
- To inform you of such decisions.
- To keep a record of any awards granted, so that future applications may be assessed according to the BOG Grant rules.

### **What is the legal basis for processing your personal data?**

By submitting an application to the BOG Grant Committee, you consent to it being shared among the Committee members. Processing is required to make decisions and report outcomes to applicants. Processing is also necessary to transfer funds to successful applicants.

## **Sharing your personal data.**

Your personal data will be kept confidential and shared only with the BOG Grant Committee members to evaluate your application. We will only share your data with third parties with your consent.

## **How long do we keep your personal data?**

The BOG Grant Committee will retain your information indefinitely. This ensures they can monitor claims and apply any necessary restrictions. However your bank details will be deleted after settlement of any grant and should you qualify for a further grant in the future then bank information will be re- requested.

## **Your rights and your personal data.**

Under GDPR, you have the following rights regarding your personal data:

- Request a copy of the personal data held about you by the BOG Grant Committee.
- Ask the BOG Grant Committee to correct any inaccurate or outdated personal data.
- Request the erasure of your personal data if it's no longer necessary for the BOG Grant Committee to retain it.
- Request a restriction on processing your personal data if there's a dispute over its accuracy or processing.
- Lodge a complaint with the Information Commissioner's Office.

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## **Further processing.**

If we intend to use your personal data for a new purpose not covered by this notice, we will inform you beforehand with an updated notice explaining the new use and conditions.

## **Contact Details.**

For any enquiries, complaints, or to exercise your rights, please initially contact the BOG Grant Committee via [BOGgrantsd@gmail.com](mailto:BOGgrantsd@gmail.com) . You may also reach the Information Commissioner's Office at 0303 123 1113, via email at <https://ico.org.uk/global/contact-us/email/>, or by mail at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.