

General Data Protection Regulation (GDPR)

Privacy Statement

Using your personal information:

Personal information, which you supply to Crawley Town Community Foundation, will not be disclosed to third parties unless required to organisations we work with, by law or to prevent fraud and without prior consent from parents, carers and those of an age to provide consent.

For further information on how we use your data, maintain security of data provided and your rights to access the data we hold on you please go to www.ctcommunityfoundation.com and click on the Data Protection and Security Policy link.

Security Statement

Crawley Town Community Foundation is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure the information we hold.

All of the below must be made available to anyone who's data we hold as consent is required and it's a good idea to have these available on the website or through direct contact.

Rights of Access

You have the right to request access to the data Crawley Town Community Foundation hold on you and to receive a response within one month at no cost. Should you wish to access the data then please make your request by (***to be determined by the data controller and must be the same for all requests***) to the Data Controller.

We would also ask how you wish to receive the data, if electronically then please state in what format i.e. Word or PDF.

The information we will provide will cover the purpose of processing, recipients of the data, the right to rectification, the right to be forgotten, source of the data, the right to restriction, period of retention and the right to make a complaint to a supervisory authority.

Further requests will be charged and the charge payable given at the time of the request.

The Right to be Forgotten (Erasure)

You have the right for data to be erased without undue delay and Crawley Town Community Foundation have the obligation to carry out the request without undue delay if one or more of the following applies:

The personal data is no longer required for the purpose it was collected or processed for.

The data subject withdraws consent where previously given.

The data has been processed unlawfully.

The personal data needs to be erased for compliance with a legal obligation that the Data Controller is subject to.

Where a RTBF has been received ALL data processors (including staff) MUST be made aware to ensure that ALL data held is erased.

The Right to Restriction of Processing

1. You have the right to obtain from the data controller restriction of processing your data where one of the following applies:
 1. the accuracy of the personal data is contested by you, for a period enabling the data controller to verify the accuracy of the personal data;
 2. the processing is unlawful and you oppose the erasure of the personal data and requests the restriction of their use instead;
 3. the data controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
 4. You have objected to processing of the data pending the verification whether the legitimate grounds of the data controller override those of you.
2. Where processing has been restricted as per above such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another person or for reasons of important public interest.
3. If you have obtained restriction of processing through one or more from paragraph 1 being applied you will be informed by the data controller before the restriction of processing is lifted.

If a right to restriction has been obtained all processors (including staff) must be informed of the restriction and what data restriction is in place.