



# The Educators' Trust Privacy Notice

## 1. Introduction

This privacy notice sets out the way *The Educators' Trust* (the Trust) processes personal information about individuals including its donors, supporters, awards winners and nominees, prize nominators, grant recipients and trustees. The Trust acts as the data controller of personal data and is subject to data protection legislation.

The Trust can be contacted by post at 8 Little Trinity Lane, London EC4V 2AN or via its website contact page at [educatorstrust.org.uk](https://educatorstrust.org.uk). Correspondence should be addressed to the Chair of Trustees.

## 2. The types of information we collect

- Contact and communication information includes contact details (e.g. email addresses, telephone numbers, postal addresses)
- Details of your biography, professional qualifications and association
- Donation information
- Limited special data (e.g. food allergies, accessibility arrangements, health issues) so that we can cater for your needs at events and ensure your welfare
- Other information which you provide to the Trust

## 3. Lawful basis

The lawful bases on which we process your data are consent and, in some cases, where we have a legal obligation to do so.

## 4. How we collect your information

We collect your personal information in a few limited ways:

- Directly from you
- From someone nominating you for a prize (which they provide to us with your consent)
- Images of you which you provide or which are taken at Trust events
- Through your responses to emails
- Via an enquiry you send via our website

## 5. How we use personal information

Personal information collected and processed will be for the following purposes:

- Awarding of prizes
- Giving of grants
- Administration of your attendance at Trust events
- Administration of any donations or legacies
- General administration of the Trust including fulfilment of its statutory duties under charity and company law.

## **6. The way we store your information**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold online. Data is held and backed up in the 'cloud' securely. Hard copy data is held securely. Some data processed by Trust officers is held on personal computers and is also subject to similar procedures and safeguarding.

## **7. Your communication preferences**

The Trust will always act upon your wishes in respect of what types of communications you wish to receive and how you wish to receive them.

## **8. Sharing your information with others**

We will not sell, distribute or lease your personal information to other organisations unless we have your permission or are required by law to do so. In some cases we share your information with the Worshipful Company of Educators for inclusion in its communications regarding the charitable activity of the Trust for example details of prize winners. We may be required to share your personal information with our lawyers, accountants, or statutory bodies such as HMRC.

## **9. How long information is kept**

We hold your information only as long as necessary for each purpose we use it. Thus, basic details, (e.g. name and dates of trusteeship and the names of award winners), are retained indefinitely for historic/archival purposes. We will retain details of donors and donations for as long as required by HMRC.

## **10. Your rights and complaints**

You have the right to ask us in writing for a copy of the personal data held about you (this is known as a 'Subject Access Request').

Under data protection law, you have other rights including:

- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- 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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

You can find out more about your rights under applicable legislation from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

If you wish to make a request please contact the Chair of Trustees via [chair@educatorstrust.org](mailto:chair@educatorstrust.org).

You can also complain to the ICO if you are unhappy with how we have used your data.

### **11. Updating & amending your personal information**

The Trust will always try to keep your personal data as up-to-date as possible. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email the Chair (see address above) as soon as possible. We will promptly correct any information found to be incorrect.

### **12. Website and cookies**

With their permission, some personal information, (e.g. names and/or photographs,) is displayed on our public website. We also use cookies to monitor website use.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies as you prefer.

### **13. Changes to the privacy notice**

The Trust will keep this privacy policy under regular review.

### **Adopted 6 September 2023**

*Thanks to the Worshipful Company of Educators and the Worshipful Company of Engineers for their contributions to this document.*