

## **Privacy Notice**

St Helier Youth & Community Trust recognises that we must protect your personal privacy while allowing you to enjoy the services available for you on this website.

This policy lets you know how we will use the information that you give to us when you access our website.

Information you provide:

Whatever your reason for visiting our website, whenever we capture your personal details we will process your data according to the principles of the EU General Data Protection Regulation (GDPR).

Data refers to personal information that we hold about you from which either on its own, or in combination with other information, you can be identified.

Processing means doing anything with your data, such as collecting, recording, or holding the data as well as disclosing, destroying, or using the data in any way.

We will never be intrusive or invasive of your personal privacy, nor will we ask you to provide data that is irrelevant or unnecessary.

We will use strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible.

Any personal information that you provide will be kept confidential by us and will only be used for the purposes that have been specified.

Here we set out how we will use your data according to the reason for your visit to our website:

Applying for grants:

When you apply for a grant via our website or in paper form, we will capture and store details of your main contact and organisation contact (name, position in the charity, telephone number, email address, and address) to support the grant assessment process and to notify them of the outcome of the application. We will retain these details for a period of three years (plus the duration of the grant period if your application is successful).

If your application is successful, unless you give us your explicit consent, we will not disclose or give your information to outside organisations or individuals (apart from organisations

and individuals delivering agreed Enhance and mentoring support or processing the information on our behalf)

We always aim to keep your data accurate and up to date. Data that is inaccurate can be amended on your request. Please notify us if your personal details change or if data we hold about you is inaccurate.

For further information, to access your data or to make a complaint about our use of your data, please email [info@shyct.org](mailto:info@shyct.org)

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