

# Privacy Notice

## Who we are.

The George and Annette Bell Foundation is a charity registered in Scotland with The Scottish Charity Regulator (**OSCR**) (registration number SC049057). This allows the George and Annette Bell Foundation to work throughout the UK.

Please read this Privacy Notice to understand how the George and Annette Bell Foundation will treat any personal information or data we collect, process, or hold about you. It provides you with information about your rights, together with why, when, and how we collect and process your information.

## Our promises

At the George and Annette Bell Foundation we are dedicated to safeguarding any personal information entrusted to us from individuals either voluntarily or provided or collected from other organisations. This can be from our website visitors, donors, sponsors, volunteers, supporters, and aid recipients. In this regard we are governed by law including the appropriate data protection laws in the UK being the 'UK GDPR' which sits alongside the **Data Protection Act 2018**.

This means that your data will be collected and processed according to the Data Protection Principles and as such will be processed:

- Lawfully, fairly and in a transparent way.
- Collected and processed for specific, explicit, and legitimate purposes.
- Adequately, and kept up to date.
- Accurately, and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely and disposed of securely.
- Further, as the Data Controller we shall be responsible for and able to demonstrate compliance with our duties under the UK GDPR and Data Protection Act 2018.

## Why can we collect your Data?

UK GDPR states that we are allowed to process your personal data where we have one of the following legitimate reasons to do so.

- Contract - where your personal information is processed to fulfil a contractual arrangement with you.
- Consent - where you agree to us using your information for a specific purpose.
- Legal Obligations – where we must comply with our obligations under the law of the land.
- Vital Interests - where the processing is necessary to protect someone's life.
- Public Interest – where the processing is necessary for us to perform a task in the public interest where that task has a clear basis in law.
- Legitimate Interests - allowing us to pursue our legitimate interests in support of our charitable work in ways that might reasonably be expected and does not materially impact your rights, freedom, or interests.

Please note that most of our collection and processing of data will generally be covered by the legitimate interests of the Foundation in providing our charitable aid.

## Why do we need your data?

The George and Annette Bell Foundation was established in 2019 with our mission to create a continuing legacy of helping to support and sustain local communities throughout the country where people are inspired to live healthier and happier lifestyles and are given opportunities to reach their full potential. We believe that community and other group led projects are crucial in helping to accomplish this. To help achieve our aims we work and collaborate with a variety of individuals, sponsors, organisations, and companies who assist us in our work within these communities. We utilise the personal data we collect and process to organise, carry out and support the Foundation's current and future operations and projects.

## Whose information do we collect?

We collect, process, and hold information on, for example, individuals who donate or have donated financial, or other support to the George and Annette Bell Foundation. This can be those taking part in our Lottery Draw or attending at one of our fund-raising events. We collect information about those who may wish to help us in the future including information from those who visit our website. We collect information from sponsors or companies or other organisations who offer us assistance. We also collect information about those who request funding either directly or on behalf of another organisation.

## How do we collect information from you?

Much of the information we collect, and hold has been provided by you directly to us. Examples include when you apply for funding, make a financial donation, seek volunteering opportunities, enquire about our work, or attend or take part in fundraising events organised by us. We sometimes collect data from already existing supporters or via data collecting services or when you have consented to other organisations sharing your data with us. Occasionally, we may collect data from various media sources. The information and how we collect it is based on the type of relationship we have with you.

## Securely storing your data

Here at the George and Annette Bell Foundation we will treat your data confidentially. Electronic records are held on secure servers with strong cyber protection.

The main electronic systems that we use to handle your personal data include:

- Our systems for storing data and transmitting internal communications
- Our Financial systems.
- Some Cloud based servers such as E-mail.

## How long do we keep your data?

Data is typically kept until it is no longer needed for the task which it was collected for. Relationships between donors and fund recipients for George and Annette Bell Foundation are typically long term.

This means that your data will be kept secured for as long as the relationship exists, or until the data is no longer needed. When it is no longer required it will be securely destroyed.

## Will my data be shared?

We will not, under any circumstances sell your personal data to any third party for their own marketing purposes.

However, we may share your data that we hold:

Where we are legally required to do so to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or in response to public authorities to meet national security or law enforcement requirements.

Where we use companies to deliver services and process your data on our behalf, including the delivery of postal mail, sending emails and text messages, processing card or bank details.

Where we disclose your personal data to contracted third party data processors, acting on our instruction under contract and under the same purposes and lawful bases set out in this privacy notice.

Where we share transaction data with our payment services providers only to the extent necessary for the purposes of processing your donations and dealing with complaints and queries relating to such transactions and protecting us from fraudulent transactions.

Where we share certain information with our charity partners and supporters, based on our Legitimate Interests in promoting the Foundation and our charitable aims, such as publicising our work or celebrating the prize-winners in our lottery draw.

Where we may need to share your information with service providers who help us to deliver our projects, fundraising activities, and appeals,

## Your privacy rights

You have the right to access your personal data we hold at any time, request errors to be fixed or to have your information deleted. Furthermore, it is your right to request that we limit how we process your data and the right to object to how we process it. Full information can be found on the website of the Information Commissioners Office.

Your rights include:

- **Right to object:** The UK GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.
- **Right of access:** Individuals have the right to access and receive a copy of their personal data, and other supplementary information. This is commonly referred to as a Subject Access Request or 'SAR'. Individuals can make SARs verbally or in writing to us.
- **Right to withdraw consent:** In circumstances where consent has been used to process data, you have the right to withdraw your consent at any time.

- The right to rectification of personal data: To have inaccurate or incomplete personal data concerning them rectified by a controller.
- Erasure: The UK GDPR obtains a right for individuals to have personal data erased. The right to erasure is also known as 'the right to be forgotten'. The right is not absolute and only applies in certain circumstances.
- Right to restrict processing: Individuals have the right to request the restriction or suppression of their personal data. This is not an absolute right and only applies in certain circumstances.

## Complaints or requests re your personal data

Please email us at [enquiries@georgeandannettebellfoundation.co.uk](mailto:enquiries@georgeandannettebellfoundation.co.uk) if you have any questions, concerns, or comments regarding how we have handled your personal data. You may also exercise your rights under this policy.

Please note that we take great pride in the accuracy of your personal data and information you provide. We want to ensure that you can communicate with us in ways you are happy with and that we can give you relevant information.

Please get in touch with us if you are requesting to amend the information, we hold about you on file or to change how we interact with you.

Our contact email: [enquiries@georgeandannettebellfoundation.co.uk](mailto:enquiries@georgeandannettebellfoundation.co.uk)

Our contact number: **012367 66878**

If we have failed to address the issue or complaint you have raised with us within a reasonable time, you can also raise the issue or complaint with the UK's supervisory authority the Information Commissioner's Office: their website address is: [ico.org.uk](http://ico.org.uk).

## The George and Annette Bell Foundation's use of cookies

To gain insight regarding the type of cookie's our website uses, how we use cookies and to access controls over your cookie's preferences, please see our cookie page. Please refer to the cookies section 'Terms of Use' for a general overview of how we collect information about visitors to our website.

George and Annette Bell on behalf of the George and Annette Bell Foundation

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