

# the Joseph Rank trust

## **PRIVACY POLICY**

This privacy policy template is based on a free document supplied by The Legal Stop Limited through its website [www.thelegalstop.co.uk](http://www.thelegalstop.co.uk)

Your privacy is important to The Joseph Rank Trust. We are committed to safeguarding the privacy of our website visitors; this privacy statement sets out how we will treat your personal information.

### **Personal Data Collection**

The Joseph Rank Trust may collect, store and use the following kinds of personal information:

1. Information that you provide to us for the purpose of contacting us or applying for a grant;
2. Any other information that you choose to send to us;
3. Information necessary for the management of a grant to you.

### **Using Personal Data**

Personal information submitted to us directly via email or by post will be used for the purposes specified in this privacy statement or in relevant parts of the trust's website.

We may use your personal data to:

1. Enable your application for a grant as expressed on the trust's website;
2. To process grant applications;
3. Send you email notifications related to a grant application;
4. Fulfil statutory obligations;

### **Justification**

This information is processed according to Article 6 of the General Data Protection Regulation for the following reasons:

1. As necessary for the performance of tasks carried out in the public interest, in this case the disbursement of charitable funds to a variety of registered charities who meet the Trust's charitable objects, and to whom our Trustees have approved a grant;

Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL  
Tel/Fax: 01293 873947 Email: [secretary@ranktrust.org](mailto:secretary@ranktrust.org)  
Web: [www.ranktrust.org](http://www.ranktrust.org)

---

**Secretary: Dr. John Higgs**

The Joseph Rank Trust (Registered in England No. 4465857 Registered Charity No.1093844)  
Registered Office: Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL

2. As necessary in the pursuit of the legitimate interests of the charity, in this case, to acquire the information necessary to process grant applications;
3. For compliance with legal obligations, in this case to provide full and accurate information to the Charity Commission of England and Wales and Companies House concerning the Trustees/Directors of the Trust.

### **Retention Period**

The Joseph Rank Trust reserves the right to hold data related to grant applications for archive purposes and in order to facilitate a high standard of due diligence which will enable the trust to continue to fulfil its charitable objects.

### **Personal Data Security**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

The Joseph Rank Trust will store all the personal data you provide on its secure services and an additional back up on a hard drive. This information is protected using both password management tools and data encryption.

### **Disclosures**

We may disclose information about you to any of our two employees and eleven Trustees as reasonably necessary for the purposes as set out in this privacy statement.

In addition, we may disclose your personal information:

1. To the extent that we are required to do so by law;
2. In connection with any legal proceedings or prospective legal proceedings;
3. In order to establish, exercise or defend our legal rights.

Except as provided in this privacy statement, we will not provide your information to third parties.

### **Your Rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity. If you have concerns about we use your data, you have the right to complain to the Information Commissioner's Office.

### **Privacy Statement Update**

We may update this privacy statement from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. We may also notify you of changes to our privacy statement by email.

Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL  
Tel/Fax: 01293 873947 Email: [secretary@ranktrust.org](mailto:secretary@ranktrust.org)  
Web: [www.ranktrust.org](http://www.ranktrust.org)

---

### **Secretary: Dr. John Higgs**

The Joseph Rank Trust (Registered in England No. 4465857 Registered Charity No.1093844)  
Registered Office: Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL

### **Other websites**

The website contains links to other websites that are not under the control of and are not maintained by The Joseph Rank Trust. We are not responsible for the content or reliability of the linked websites. The Joseph Rank Trust provides these links for your convenience only but does not endorse the material on these sites.

### **Contact Us**

If you have any questions about this privacy statement or our treatment of your personal information, please write to us by email to [secretary@ranktrust.org](mailto:secretary@ranktrust.org) or by post to The Joseph Rank Trust, Worth Corner, Turners Hill Road, CRAWLEY RH10 7SL.

**Dated 30.4.2018**

Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL  
Tel/Fax: 01293 873947      Email: [secretary@ranktrust.org](mailto:secretary@ranktrust.org)  
Web: [www.ranktrust.org](http://www.ranktrust.org)

---

**Secretary: Dr. John Higgs**

The Joseph Rank Trust (Registered in England No. 4465857 Registered Charity No.1093844)  
Registered Office: Worth Corner, Turners Hill Road, CRAWLEY, RH10 7SL