



PRIVACY NOTICE

The Heywood Foundation is a Charitable Incorporated Organisation registered at the Charity Commission (registration number 1180790). Its registered office is at 70 Whitehall, London SW1A 2AS and email address is heywoodfoundation@gmail.com

The Heywood Foundation has been set up to continue the work championed by former Cabinet Secretary Jeremy Heywood on innovative policy creation and diversity within the UK public services.

The type of personal information we collect and how we collect it

We currently collect and process the following information:

- Name, address, email address and Gift Aid status for individuals who have donated to the Foundation directly or via a donation website, to the extent permission has been given for the information to be passed on to us.
- Name, email address, telephone number and (if relevant) age & school of those entering a competition via the Foundation's website or of those helping to sift and judge the entries.
- Name and email address of those who have asked the Foundation to keep in touch via the website.
- Any information that we have a legal obligation to collect or have a legitimate interest in collecting, for example in respect of our Trustees.

Why we have it

We use the information that you have given us to keep you updated on our plans and what we have done, to invite you to events and to contact you during the progress of and at the end of competitions we run.

We will only share this information or publish your name with your consent, or

- (a) when we use third parties to process the data on our behalf, or
- (b) where we have a legal obligation or legitimate reason to do so, for example to our Auditors or to HMRC for Gift Aid purposes.

Under the UK Data Protection Act 2018 (DPA), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at heywoodfoundation@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on the Dropbox Cloud (in the case of donors), on databases handled by WordPress and/or Mailchimp (in the case of competition entrants and those who have asked us to keep in touch) and on the Google Cloud (in the case of sifters).

Unless consent to our holding the data is withdrawn, we keep your personal data for as long as necessary to fulfil the purpose it was collected for or for as long as the relationship is ongoing. We will then dispose of the data by deleting it from our databases.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

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 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 contact us at heywoodfoundation@gmail.com if you wish to make such a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at heywoodfoundation@gmail.com. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>