Sir George Martin Trust Privacy Notice

Purpose

This privacy policy sets out how the Sir George Martin Trust uses and protects any data given to us. The Sir George Martin Trust provides grants to registered charities and churches in West Yorkshire and part of our grantmaking process is to receive applications from such organisations.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when applying for a grant then you can be assured that it will only be used in accordance with this privacy policy.

What data do we collect, why and from whom?

If you apply to us for funding, we will ask for the following information on our application form:

- Name of charity, registered charity number, contact name, telephone number, email address and the charity's bank account details for the grant to be sent to if successful.
- A secondary contact name and email address can also be provided.
- Accessibility requirements regarding documentation or support with communications.

Why we need it

We need this information to assess your application and liaise with you regarding further information and/or setting up a visit to the charity. We will not collect any personal data from you that we do not need for these purposes.

How we hold your personal information

Your data will be processed by our Trust Manager, who is based at the Trust's registered office address in the UK and held on our grant management system managed by SmartyGrants, who ensure they meet all UK GDPR rules. The data we process will be held internally on our own managed systems. We are committed to storing data securely wherever it is held, and ensuring it is only accessible to the Trust Manager and the Sir George Martin Trust trustees.

Protecting your data

We keep your data secure on our SmartyGrants portal and our Microsoft 365 SharePoint portal with appropriate security mechanisms in place. Our policy is not to share your data with anyone else or any other organisation, unless it is with other grantmaking organisations who may be interested in making a grant to your organisation. We will retain all data supplied to us for a minimum period of six years, after which it is removed from the SmartyGrants and SharePoint portals.

Our responsibilities

The law requires us to tell you the basis on which we process your data. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity. In other cases the law allows us to process data if it is in our legitimate interest to do so, but only as long as we need to and your "interest or your fundamental rights and freedoms are not overriding". In practice this means we check that we will not cause you harm by processing your data and that it is not overly intrusive.

Your rights

The law requires us to tell you that you have a variety of rights about the way we process your data such as:

- Where on specific occasions our use of your data requires consent you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data you may ask us to stop doing so.
- You may request a copy of the data we hold about you.
- If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

Questions and complaints

If you have any questions about the personal data we hold about you or how we use it you can contact our Trust Manager who will make every effort to help you.

Trust Manager
Sir George Martin Trust
Harlig House
Skipton Road
Ilkley
LS29 9RP
info@sirgeorgemartintrust.org.uk

The Sir George Martin Trust is registered with the Office of the Information Commissioner, reference number ZB855845.

Date last updated and approved by full board: 6th October 2025