

## Sue Hooper Charitable Foundation

### Privacy Notice

The sue Hooper Charitable Foundation is a performing arts organisation run entirely by volunteers and registered with the Charity Commission (no 1083647)

This Privacy Notice explains how we use any personal information we collect about you.

#### What information do we collect from you?

We collect information about you when you, or the person responsible for you, or your teacher makes a request for funding from our charity. We will only ask for the information that we need to make our decision on funding. We do not collect any other information about you, unless the law says we must.

#### How we will use the information about you?

We collect information about you in order to make a grant decision and other administrative functions. Only trustees who help run the Trust will be allowed to use your details.

#### Access to your data and correction

You can ask for a copy of the information that we hold about you. You can get this for free by writing to the General Secretary (email [suehcf@msn.com](mailto:suehcf@msn.com))

We want to make sure that your personal information is correct and up to date and will do our best to make sure that this is so. You may ask us to correct or remove information you think is not right.

#### Keeping information

The Trust has a data protection policy which may be obtained by writing to the General Secretary (as above) This will tell you how long we keep information about you and how we dispose of it.

#### Do we share this information with anyone else?

We will not tell anyone outside the Trust about the information that we collect about you unless we have to do so by law. Names and reasons for the grant will be used for publicity purposes. Applicants must agree to this before receiving a grant and/or any other support.