

Privacy Policy

Cloudesley is committed to protecting your personal information and privacy. This policy describes our privacy practices and how we treat all personal information that we hold.

What is Cloudesley?

Cloudesley is an independent, permanently endowed charitable trust. It makes grants to individuals who have health problems and/or who are disabled and in financial need, to the organisations that support them and to Church of England churches working in Islington.

Personal information & how we store it

We will only collect personal information where we have a legitimate interest in doing so or you give your explicit consent. When you apply for a grant from Cloudesley, we will collect personal information including your name, job title and contact details so that we can contact you about your funding application and any grant made as a result of it. If you give your consent, we may also contact you with information about future grant programmes or funding streams, with our newsletters, details of relevant events and information about staff and trustee vacancies.

We securely store personal information in our grants management database, on a secure server and in secure files. The cloud-based secure server is operated by an agency contracted by us.

As the internet is not a secure method of transmitting information, Cloudesley cannot take responsibility for the security of information transmitted over it.

How we use your information

Cloudesley uses the personal information it collects for the purpose(s) disclosed when it is collected or as detailed in this policy. Unless we are required to do so by law, we will not use your personal information for any other purpose without first seeking your consent. We will usually only use personal information for the following purposes:

- To contact you about your grant application and/or any subsequent grant
- To let you have our newsletter(s)
- To provide information about funding opportunities and funding rounds
- To invite you to events
- To circulate details of staff and trustee vacancies

We will hold your personal information for as long as required for our grant-making procedures and practices or as long as required by law.

Confidentiality

We will not share your personal information with third parties unless you have authorised us to do so, we are required to do so by law or regulation (for example, for the purposes of prevention of fraud) or when we use third parties to perform functions on our behalf (such as our IT service provider and our property managers). In this instance, we will disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires the service provider to keep your information secure and not to use it for any other purpose.

Updating, accessing and deleting your information

It is important that the information that we hold about you is accurate. If you change email address or if any other information that we hold about you needs updating, please email us at admin@cloudesley.org.uk

If you would like to access the personal information that Cloudesley holds about you, please contact our office as detailed below. We reserve the right to charge a small, reasonable fee for information requests to cover our costs in providing you with the details of the information that we hold about you. Unless we are legally advised to refuse your request, we will provide you with access to the personal information that we hold on you as quickly as possible, and within 15 working days.

If you would like us to delete your personal information, please contact us and we will do this wherever practicable. If you believe we are holding your personal information longer than necessary for the purpose(s) for which it was collected, you can ask for it to be deleted.

In rare circumstances, we may legally refuse your request to access, amend or delete your personal information. If this is the case, we will let you know why.

Links to third party websites

This privacy policy only applies to Cloudesley and not to any other organisation that you access via links on Cloudesley's website. If you go to another website from Cloudesley's website, please read the privacy policy on that website to find out what that organisation does with your information.

Contacting us

If you would like further information about Cloudesley's privacy policy and/or data processing procedures, please contact the charity's lead for data protection compliance:

Melanie Griffiths
Director
Cloudesley
Office 1.1
Resource for London
356 Holloway Road
London N7 6PA

Telephone: 020 7697 4094
email: info@cloudesley.org.uk

Reviewing this policy

Cloudesley may amend this policy from time to time, and the updated version will be available on our website at www.cloudesley.org.uk.

Date of last review: 31 March 2021