

## Privacy Notice

Ormiston Families is a registered charity working on the East of England to take early and preventative action to create safe, healthy, and resilient families. Provide Community Interest Company (Provide) are working with Ormiston Families to offer grants to eligible and carefully selected charities.

For the purposes of the data processing described in this statement, Ormiston Families and Provide act as Joint Data Controllers unless otherwise stated. Throughout this Privacy Notice we refer to 'you.' If you engage with us, i.e. when you submit an application on behalf of the charity or organisation you represent.

This document sets out key information about how Ormiston Families and Provide processes and protects any data that you provide us when you use our services. This should be read in conjunction with our organisational privacy notice available [here](#) and Provide's privacy notice available [here](#).

We are committed to ensuring that your privacy is protected. Where we process your data, you can be assured that it will only be used in accordance with this privacy statement.

### How we collect data from you

We collect information about you when you contact us, make an application for funding or enquire about our services on behalf of the charity or organisation you represent.

### What information do we collect?

The table below sets out what personal data we process, our purpose for doing so, our lawful justification and how long we keep it for:

What personal data we process?	Our purpose for doing so	Our lawful justification	How long we keep it for
Name, job title, email, telephone number, name of organisation you represent	<p>To process your application for funding and to assess your application alongside members of the Provide Panel.</p> <p>To communicate with you if you are successful and to progress with your application.</p> <p>To request and review end of grant period reports so that we can evaluate the success of the project. Where you include case studies / photos of individuals who have benefited from the funding you will be responsible for ensuring you have collected valid consent.</p>	UK GDPR Article 6(1)(f) – the processing is in our legitimate interests in order to review and assess your application, to inform you and work with you if you are successful and to request feedback and updates following our provision of funding to you.	<p>12 months for unsuccessful applications and duration of project (12 months) plus 2 years for successful applicants</p> <p>Feedback / reports are retained for 12 months.</p>

## Who will we share personal data with?

Where information is used for the reasons listed above, we may need to share the information about you with other organisations. This will include:

Who we share your information with	The purpose(s) for sharing it	Our justification for sharing
Provide	When we have shortlisted applications we will work with members of a panel at Provide to determine who funding will be awarded to.	To assess applications and determine who to award funding to.
Flexigrant (Fluent Technology)	When you apply, or provide information about your grant / project, you will enter this via the Flexigrant database. Flexigrant (Fluent Technology) are our data processor and will process your application data, and if you are successful, the feedback / report data you share with us at the end of the grant period.	To enable us to use an effective and efficient system to manage applications and subsequent feedback.

## International Transfers

In limited and necessary circumstances, your personal information may be transferred outside of the United Kingdom. Where such transfers occur, we will assure that adequate safeguards are in place to protect your data either through appropriate contractual arrangements or another appropriate transfer mechanism as required by law.

## Data Subject Rights

You have a number of rights which may be applicable in relation to your data depending on the circumstances of the processing.

These rights are:

- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability, and
- the right to object

Where we are processing your data under the lawful basis of consent, you have the right to withdraw your consent.

To exercise any of your rights, please contact the Privacy Officer:

[privacyofficer@ormistonfamilies.org.uk](mailto:privacyofficer@ormistonfamilies.org.uk)

You can also find more information about your rights on the [ICO website](#).

## Contacting Us

Please contact us if you have any questions or complaints in relation with this notice or the information we hold about you:

- by email: [privacyofficer@ormistonfamilies.org.uk](mailto:privacyofficer@ormistonfamilies.org.uk)
- by phone: 01473 724517
- by post: Ormiston Families, 333 Felixstowe Road, Ipswich,,Suffolk, IP3 9BU

If you are unhappy with how Ormiston Families process your data you have the right to complain to the ICO at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, or on 0303 123 1113.