

Army Central Fund Privacy Notice

This privacy notice explains what personal data is collected by the Army Central Fund and how we use and protect personal information about the people who visit our websites and give us their data over the phone, face-to-face, and in writing.

The Army Central Fund is the data controller and is responsible for your personal data. Data controllers are legally responsible for ensuring that personal data they obtain is processed in full compliance with the Data Protection Act 2018, which supplements the EU General Data Protection Regulation (GDPR).

By using this website and/or giving personal data to us, you indicate that you consent to us using your personal data in accordance with this Privacy Notice.

The Data We Collect About You

Personal data is any information that relates to a living individual who can be identified from that data. If you contact the charity we may collect your name, work address, work telephone number or work email address. We are unlikely to seek any other personal data and would only receive it if you chose to send it to us.

If you apply for a grant we may collect personal data about you and other people connected to your organisation through questions on application forms to enable us to contact you at work and administer any grants awarded. Although we do not seek it, sometimes grant applicants and beneficiaries send us personal data about individuals who benefit from projects funded by our grants. We normally delete this data. You are responsible for confirming that you have the written agreement and permission of any individuals identified in your application to pass on their personal information to the Army Central Fund.

We will keep your personal data up to date and store it securely. We will put measures in place to protect it from loss, misuse, unauthorised access and disclosure. We will not collect or retain excessive amounts of personal data and when we no longer need your personal data (or have held it for the maximum time allowed by data protection laws) we will destroy it.

Why We Need Your Information

If a grant is awarded, we may use your personal data to manage and monitor the grant and to check the money is being used appropriately in order to comply with our legal and fiduciary duties. If you don't provide this personal data, we may not be able to process your application or award a grant to your organisation. We will keep in contact with you throughout the duration of your grant and this forms part of the agreement that you make with us when you apply for funding.

We may retain your personal data to help evaluate and research the impact of our grants and to let you know about our grants and other activities. The results of our evaluations and research may be published but we won't publish your personal data without your agreement.

Sharing your personal data

We may share grant details and the name of recipient charities with third parties which help us to carry out our grant making activities. For example, we may share data with organisations which help evaluate the impact of our grants on communities or with other charities that jointly fund projects with us. However this does not normally involve sharing personal data from which anyone could be identified. Organisations which support our IT software and systems may also have access to grant data, but any personal data held is encrypted and password protected.

We may also enable law enforcement agencies, regulators, Government, and other funders to access and use your personal data to detect, investigate and prevent crime.

We are a registered charity, not a public body, and make grants from charitable (non-public) funds. However, The Army Central Fund follows the principles of the Freedom of Information Act, and if a member of public asks for information regarding how grants are spent we may publish or share details of your grant with them. We would not share personal data in these circumstances.

Your rights regarding your personal data

Your personal data is protected by legal rights. These include the right in certain circumstances to

- request a copy of your personal data held by the charity;
- ask us to rectify information you think is inaccurate or to complete information you think is incomplete;
- ask for your personal data to be erased, for example, if we no longer need it for the purpose we collected it;
- request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate or the reason for processing it;
- object to the processing of your personal data where we are processing it in the exercise of our duties.

If our processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time and the right to ask for your personal data to be transferred to another organisation (known as the right to data portability). If you would like to exercise any of the rights listed above, or any other rights over your data under current legislation, please get in touch with us.

Notwithstanding the above, we may withhold personal information that you request to the extent permitted by law. As we do not expect to retain any personal data we have not registered with the ICO, but we comply with the principles of the Data Protection Act 2018 and the GDPR and only process data required to carry out our role.

Contact Details

If you have any questions, queries or complaints, and to exercise your personal data rights, please contact us through this website.

Reporting Concerns

If you believe that we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office which regulates the processing of personal data. You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this Privacy Notice

Privacy laws and practice are constantly developing and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We will ensure our website has our most up to date notice and suggest that you check this page periodically to review our latest version.