



**Leek United Building Society Charitable Foundation**

50 St. Edward Street

Leek

Staffordshire

ST13 5DL

[info@lubscharitablefoundation.org](mailto:info@lubscharitablefoundation.org)

[www.lubscharitablefoundation.org](http://www.lubscharitablefoundation.org)

## Leek United Building Society Charitable Foundation Privacy Policy

### Our contact details

Name: Leek United Building Society Charitable Foundation  
Address: 50, St. Edward Street, Leek, Staffordshire, ST13 5DL  
Phone Number: 01538 384151  
E-mail: [info@lubscharitablefoundation.org](mailto:info@lubscharitablefoundation.org)

### The type of personal information we collect

We only collect and process personal identifiers and contact details (for example, your name, and telephone numbers).

### How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you for one of the following reasons:

- To support your application for a grant for your organisation.
- To allow us to contact you should we require further information in respect of your application or to advise you of the trustees' decision in respect of your application.

We use the information that you have given to us in order to:

- Verify your identity and that of others party to the application through electronic searches or the provision of physical documents;
- Verify your authority and that of any other individuals to represent the organisation applying for a grant;
- Support any enquiries we may need to undertake in respect of the activities of your organisation or the project for which you are making an application; and
- Support promotional activities on our website, social media and in the press.

We will only share your personal information for the purpose of promotional activity with your consent (e.g. provide name and contact details to local press).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) **Your consent. You are able to remove your consent at any time.**

You can do this by contacting:  
Leek United Building Society Charitable Foundation  
50, St. Edward Street, Leek, Staffordshire, ST13 5DL  
Phone Number: 01538 384151  
E-mail: [info@lubscharitablefoundation.org](mailto:info@lubscharitablefoundation.org)

(b) **We have a contractual obligation.**

(c) **We have a legal obligation.**



## How we store your personal information

Your information is securely stored on the systems of Leek United Building Society with access limited to individuals directly linked to the Foundation.

We keep your original application form and any additional information we request in respect of your grant application for 5 years. We will then dispose of your information by permanently deleting from our systems.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@lubscharitablefoundation.org](mailto:info@lubscharitablefoundation.org) if you wish to make a request.

## How to complain

If you're unhappy about the way in which your personal data has been handled, you can make a complaint to us at [info@lubscharitablefoundation.org](mailto:info@lubscharitablefoundation.org)

You can also complain to the ICO if you are unhappy with how we have used your data.



The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



Helpline number:  
0303 123 1113



ICO website:  
[www.ico.org.uk](http://www.ico.org.uk)