

## FIERCE CALM YOGA TEACHERS EMERGENCY RELIEF FUND: PRIVACY STATEMENT AND DATA PROTECTION STATEMENT

The Fierce Calm Yoga Teachers Emergency Relief Fund (The Fund) is committed to protecting your privacy. This statement explains how we collect and use the personal information you provide to us.

By applying for a grant and providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

### **Who we are?**

Our purpose is to support the most vulnerable and marginalised members of our teaching community.

We aim to provide emergency financial relief to teachers from our community who have seen their income dramatically reduced as a consequence of the impact of the Covid-19 pandemic.

We do this by providing financial support to individuals.

### **Data Protection Act**

In carrying out our grant awarding activity we process and store personal information relating to our applicants and we are therefore required to adhere to the requirements of the General Data Protection Regulation 2018. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with this Regulation and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations.

### **What personal information do we collect?**

Personal information is information that can be used to identify you and your children. It includes your name, email address, postal address, telephone number, mobile telephone number, employment details including salary information.

We collect personal information about you when you apply for a grant. Applications can also include 'sensitive personal information' as this can be supportive to your application to give a clearer picture of the situation.

Applications are managed through our secure online form. Applications are shared securely with Board members in order for them to assess the

information and give it fair consideration when making decisions on awarding the grants.

All board members are aware of their responsibilities when handling personal data. Access to the data is via a log on and password. This is only available to the Board members and The Fund administrator.

### **Why do we collect and how do we use your information?**

We collect your personal information to help make fair and informed decisions when awarding grants. We will not use your information for marketing purposes.

### **Information sharing and disclosure**

We will not sell or swap your information with any third party. We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body); or to protect us, for example, in the case of suspected fraud or defamation. We do not share your information for any other purposes.

### **Storing your information**

All of the information we store and process stays within the UK and is therefore covered by GDPR. We will keep your information for as long as required to enable us to operate our services but we will not keep your information for any longer than is necessary. We will take into consideration our legal obligations when determining how long we should retain your information. When we no longer need to retain your information we will ensure it is securely disposed of, at the appropriate time.

### **Your rights**

You have the right to request a copy of the information we hold about you; ask us to remove your personal information from our records; raise a concern or complaint about the way in which your information is being used.

If you have any questions or queries about this Privacy and Data Protection Statement, please contact our Data Protection Officer at our address:- Fierce Calm Yoga Teachers Emergency Relief Fund, 13 Victoria Road, Hitchin, Hertfordshire, SG5 2LS.