

Email: [fifecharitiestrust@fife.gov.uk](mailto:fifecharitiestrust@fife.gov.uk)

### **Fife Charities Trust Privacy Notice**

This agreement will clearly set out how Fife Charities Trust (hereinafter known as “FCT”) will store, handle, share and destroy personal data held by the Trust. This will cover all funding applications, lottery applications, lottery winner lists and Trust members.

FCT will gather personal data in accordance with the GDPR (General Data Protection Regulation) on 1 lawful basis:

- Legitimate Interest – We use your information for the purposes of administering the aims of FCT – to raise funds by means of a payroll lottery and to issue prizes and other appropriate activities for distribution of funding to charitable and community groups for the public benefit and whom have applied for funding, in the local government area of Fife, the United Kingdom and elsewhere.
- Information will be stored electronically within Personal Drives that only individual board members have access too. Lottery and payroll information that has a need to be portable for the draws to take place will be carried on encrypted memory sticks and only ever passed between Payroll and Board members of FCT. All paperwork and chequebooks are stored with locked cabinets.
- FCT will only ever share information obtained (names, addresses, email addresses, phone numbers) with agencies involved in the administration of FCT. These will only ever be Fife Council and the Accountant employed by FCT to independently verify FCT accounts.
- Any Fife Council lottery member, person that has applied for funding or Fife Charities Trust Board member can request to see any personal data on themselves held by FCT.
- FCT will review all personal data held annually,
- All personal data will be shredded as follows and information deleted:
  - a. Funding Application Forms - 6 years after the financial year end
  - b. Lottery Application Forms - 6 years after the financial year end
  - c. Fife Charities Trust Committee Members details - 2 years after they have resigned from the committee

### **Photographs/Social Media**

- FCT ask for photographs to display on our external website, internal website and Social Media for publicity purposes for FCT, to promote winners and also to highlight organisations who have received funding.
- Photographs will only be used if you send them to us, as consent is asked for in the successful funding letter, or if explicit consent is asked for in writing to use any photographs taken by FCT members for publicity purposes.