

## **Fair Processing Notice for Awards Applicants (Seed Fund)**

At the Canada-UK Foundation, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you are an award applicant or recipient.

### Our contact details

Canada House, Trafalgar Square, London, SW1Y 5BJ

Email: [admin@canadaukfoundation.org](mailto:admin@canadaukfoundation.org)

### What personal data do we collect about you? How will we use that personal data?

When you are an award recipient, we will process your personal data. From your application form, we will collect and process your name, email and phone number. We need this information in order to assess your application. We need your bank details to transfer the award to you.

From the grant agreement, we will process your name and photo. This information is required for publicity purposes and for our annual reports and accounts. This is a contractual requirement and you cannot receive an award if you do not provide this information.

### What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data. Our processing is because we have a contract with you (grant agreement). We will hold your name, email and phone number indefinitely for the grants system. Your bank details will be deleted once the award has been transferred to you.

Your name and photo will be held until they are no longer needed for publicity purposes, after which they will be destroyed.

If your application is not successful, we will hold it indefinitely as we have a legitimate interest in knowing who has applied for our awards in the past.

### Do we use any automated decision making?

We do not use any automated decision making.

### Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers

- cloud service providers
- banks/ building societies

### Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

### Your rights

You have rights in respect of our processing of your personal data which are:

- ) To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- ) To rectify incorrect personal data that we are processing.
- ) To request that we erase your personal data if:
  - o we no longer need it;
  - o if we are processing your personal data by consent and you withdraw that consent;
  - o if we no longer have a legitimate ground to process your personal data; or
  - o we are processing your personal data unlawfully
- ) To object to our processing if it is by legitimate interest.
- ) To restrict our processing if it was by legitimate interest.
- ) To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us. If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.