



The A. G. Leventis Foundation Privacy Statement

The A. G. Leventis Foundation is committed to safeguarding your personal information. This Statement explains how we collect, store, and use personal information. It also sets out the legal basis on which we do this.

We may make changes to this Statement so please check from time to time for any updates.

The A. G. Leventis Foundation is the “data controller” of your personal information. This means that we are responsible for deciding how we hold and use personal information about you.

1. The kind of information we hold about you, how we collect and use it and our legal basis for doing so

Your personal data, or personal information, is any information about you from which you can be identified. It does not include information where your identity has been removed (anonymised data).

We collect, store and use a range of personal information relating to grant applicants, grant holders, grant participants, staff employed through grants and external reviewers and advisers in connection with awarding and managing grants and monitoring, evaluating, researching and learning about what The Foundation funds and how we fund it. This sometimes includes certain “special categories” of more sensitive personal information that require a higher level of protection under data protection law.

We set out below a description of the personal information we collect, the ways we use your information, and the legal basis on which we do this.



2. The types of information we process

We may collect the following information from you when you apply for a grant:

- First name, last name, title;
- Date of birth and gender;
- Nationality;
- Address, email address and telephone numbers;
- Identity documents (Passport & proof of address);
- CV including education/training and career history;
- Personal Statement;
- Financial information;
- Information relating to career breaks. We will not request information that is considered special category personal data such as health-related information;
- Letters of support;
- Details of proposal.

We may also collect additional information about you relating to your application from external sources.

In addition to the information we hold from the grant application stage, once a Foundation grant is awarded, we may collect the following additional information for the ongoing management of a the grant:

- Bank details;
- Annual and end of grant information which may contain information about you as a grant holder or participant on a grant;
- Details of the progress and outputs of your grant or information collected routinely as part of project oversight or monitoring;
- Information relating to post-award issues such as requests for supplements or extensions due to unforeseen delays, parental leave, sick leave or other such circumstances.



3. How we use the information

We use your information for:

A) Awarding and managing grants

- Setting up and administering your online account;
- Processing your application and assessing your eligibility and suitability for funding;
- Reviewing your application both internally and externally using external reviewers or advisers (e.g. peer reviewers and committee members);
- Contacting you about your application;
- Administering and managing your grant;
- Monitoring the progress of your grant and ensuring that funds awarded are being applied in accordance with our grant conditions.

B) Administration

- Monitoring and reporting purposes e.g. award rates and trends in application decisions;
- Evaluating and reporting purposes (where it could be combined with other data);
- Research, learning and reporting purposes (where it could be combined with other data);
- Notifying you about changes to our grant schemes, conditions, policies or privacy terms;
- Administering the grants system (including troubleshooting, testing, system maintenance and support);
- Maintaining our relationship with you;
- Monitoring and reporting purposes e.g. trends in funding areas for our awarded grants;
- Evaluating and reporting purposes (where it could be combined with other data) e.g. impact and reach of The Foundation funding.



We use your information in this way if:

- We consider it necessary in pursuit of our legitimate interests as a funder (and the interests of those we fund) in providing grant funding;
- You have given your consent to such use;
- Where we are required or authorised by law to do so.

4. How we share your information

We may share your information with third parties who are connected to or working on behalf of The Foundation, some of whom may be based outside of the EEA:

- Our office services providers, database and website managers and our bankers;
- Other funding partners for monitoring and reporting purposes under the terms of our partnership;
- External reviewers and advisers (e.g. project oversight groups, grant monitors, evaluation specialists), who may be based at academic institutes or in the private sector, for the purpose of reviewing your application and making funding recommendations.

We require such service providers or other third parties with whom we share information to acknowledge that they will take care of it in accordance with GDPR.

5. How long we retain information

We will retain your personal information for as long as is required by law (currently 6 years) or longer if we consider it reasonably necessary.

We permanently archive certain information relating to grants to ensure that applications for Foundation funding are processed efficiently.



6. How we use sensitive personal information.

"Special categories" of particularly sensitive personal information that we hold about you require higher levels of protection under data protection law. We need to have further justification for collecting, storing and using this type of personal information.

We only collect "special category" sensitive information with your consent when you provide diversity monitoring information to us. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

The information we use for diversity monitoring is collected and used in pursuit of our legitimate interest of becoming a more diverse and inclusive funder.

7. Protection and storage of the information

We take steps to hold information securely in electronic or physical form and to prevent unauthorised access, modification or disclosure. We require our third party IT providers to comply with appropriate information security industry standards. All staff and third party providers with access to confidential information are subject to confidentiality obligations. However, the transmission of information via the Internet is at your own risk as it is not completely secure. We cannot guarantee the security of your data transmitted to us. We will regularly review our security arrangements as technology develops.

8. If you fail to provide personal information

If as a grant participant or applicant you fail to provide certain personal information when requested during the grant application process, we will not be able to process the grant application.



9. How we look after your information

The Foundation is committed to safeguarding your personal information and your privacy. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

10. How long we keep and use your information

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. This may mean holding on to your personal information for a certain period of time after you have ceased to have a relationship with The Foundation, such as for the purposes of satisfying any legal, accounting, or reporting requirements.

When determining the appropriate period of time to retain your personal information, we consider several factors, including the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we handle and use your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. We securely erase your information once it is no longer needed. Details of retention periods for different aspects of your personal data are set out in our retention policy.

For the purpose of archiving in the public interest, we permanently archive certain information, which we hold within our corporate archive and our collections in The Foundation Collection. This is information that supports the preservation of The



Foundation's historical, cultural and public engagement resources and activities, and funding activities.

11. Your rights over your information

Under data protection law, you have certain rights over your information. If you have an online account with us, we hope that you find your information is easy to access and update as it is important that the personal information we hold about you is accurate and current.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third-party) and there is something about your particular situation which makes you want to object to processing on this ground;
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it;
- Request the transfer of your personal information to another party;
- Withdraw your consent for us to use your personal information at any time.



If you would like to exercise any of the rights mentioned above, please contact our Data Protection Officer.

Generally, you can exercise any of these rights free of charge. However, in circumstances where your request for access is unfounded or excessive we may charge you a reasonable administrative fee or simply refuse to respond.

Although we hope that you would never feel that you had to, you do have the right to lodge a complaint with the UK supervisory authority for data protection issues, the Information Commissioner's Office – www.ico.org.uk. However, we would appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

12. Changes to this Statement and your duty to inform us of changes

This Statement was last updated on 23 May 2018. To make sure it is up to date and accurate, we make changes to this Statement from time to time. Therefore, we ask that you come back every now and then to check for any updates. We may also notify you in other ways from time to time about the handling and use of your personal information.

It is important that the personal data we hold about you is accurate and current. Where you have a WTGT account, please update your profile on WTGT if your personal data changes during your relationship with us.

13. Further information

If you have any questions about this Statement or how we handle your personal information, please contact The Foundation's Data Protection Officer:

Foundation@leventis-overseas.com

Further information on data protection law can be found here:

<https://ico.org.uk/for-the-public>