

Stephen Lloyd Awards

Privacy Notice

PURPOSE OF THIS NOTICE

The Stephen Lloyd Awards (the '**Awards**') is an initiative of the BWB Foundation, a charity registered in England and Wales under charity number 1150321 at registered address 10 Queen Street Place, London, EC4R 1BE. The BWB Foundation (or '**we**') will process personal information about applicants to the Awards and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to provide information about the personal information that we collect and the ways in which we use it. It applies to applicants, finalists, winners and partnering individuals and/or organisations affiliated with the Stephen Lloyd Awards network. If you have any questions please contact us using the contact details at [section 13](#).

1. **Our role**
2. **When do we collect personal information about you?**
3. **What personal information do we use?**
4. **What special category data do we use?**
5. **How we use your personal information**
6. **How we use your special category data**
7. **Do we share your personal information?**
8. **International Data Transfers**
9. **Securing your personal information**
10. **How long do we keep your personal information?**
11. **Your rights and preferences**
12. **Amendments to this privacy notice**
13. **How to contact us**

1. **Our role**

This privacy notice describes how we will collect and use your personal information when you make an application to the Awards, our deliberation and decision about which applicants are provided with grants under the Awards and any subsequent communications with you.

We take reasonable steps to keep your personal information up-to-date. Please let us know as soon as possible (by contacting us - see [section 13](#)) if your personal information needs to be updated.

2. **When do we collect personal information about you?**

We collect personal data when an application is made to us directly from an applicant or sometimes from a third party such as our partners from the Awards' network or individuals who may have recommended applicants to enter the Awards. If an applicant chooses not to provide certain personal information to us when requested, we may not be able to consider their application for the Awards.

3. **What personal information do we use?**

We may collect, store and otherwise process the following kinds of personal information:

- a) Your full name and contact details, including email address, postal address, telephone number an applicant, project and/or organisation's website, Twitter, Facebook, LinkedIn or other social media account.

- b) a finalist/winner's project and/or organisation's bank account details for transferring money

4. What special category data do we use?

Certain categories of personal information are recognised as more sensitive and therefore requiring more protection. These categories are:

- a) information about your race or ethnicity;
- b) information about your religious or similar beliefs;
- c) information about your sexual orientation or sex life;
- d) information about your political opinions or trade union membership;
- e) information about your health (including for example medical conditions, health and sickness records, details of any absences such as parental leave or sick leave, if the reason you leave our employment is related to your health, information about permanent health insurance cover); and
- f) genetic and biometric data for the purpose of uniquely identifying an individual.

In certain situations, we may collect and/or use these special categories of data. This may include disclosing this information to judging panel members who review applications in order to complement and strengthen an application's position or case.

5. How we use your personal information

We only use your personal information when the law allows us to. Most commonly, we will use it in the following circumstances:

- A. To perform the **contract** we have entered into with you.
- B. To comply with a **legal obligation** on us.
- C. Where it is necessary for our **legitimate interests** (or those of a third party) and your interests and fundamental rights do not override those interests. These legitimate interests include, for example, reviewing applications to consider whether or not to provide a grant under the Awards. This may include disclosing this information to judging panel members in order to complement and strengthen an application's position or case.
- D. Where we need to **protect** yours or someone else's interests.
- E. Where it is needed in the **public interest**.
- F. Where we obtain your **consent** – please note that you always have the right to withdraw your consent.

We need the information in sections 3 and 4 above for the following purposes:

- a) To decide whether we wish to invite you for interview;
- b) To share the application with members of the Awards panel;
- c) To make a decision about whether we wish to award a grant;
- d) To invite you to participate in any events we hold about the Awards;
- e) to satisfy legal obligations which are binding on us; and
- f) for the establishment, defence or enforcement of legal claims.

We will generally only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, where this is required or permitted by law.

6. How we use your special category data

As explained in [section 4](#) above, "special categories" of data require higher levels of protection. We need to have further justification for processing this type of personal data. We may process special categories of personal information in the following circumstances:

- A. In limited circumstances, with your **explicit consent**. Please note you always have the right to withdraw your consent.
- B. Where we need to carry out our **legal obligations** or exercise **rights** in connection with **employment**.
- C. Where it is needed in the **substantial public interest**, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

7. Do we share your personal information?

We share applications with our assessment panel which may include individuals outside the BWB Foundation who are affiliated donors and pro bono partners of the Stephen Lloyd Award's network. Additionally, we may provide your personal information to third parties who can offer assistance with your application e.g. mentoring, IT or accounting support. We take steps to ensure that such third parties only use your personal information to provide this support. If you would prefer us not share your personal information with such third parties, please let us know when you submit your application.

We will never sell your personal information to others. We may disclose your personal information to selected third party processors (such as agents or sub-contractors) for the purposes outlined at [section 5](#). They include service providers who assist with performing standard verification checks on finalists and winners (as detailed in Section 2 above). The third party in question will be required to use any personal information they receive in accordance with our instructions.

We reserve the right to disclose your personal information to third parties:

- a) in the event that we transfer or receive any business or assets (in which case we will disclose your personal information to the prospective transferor or transferee) or if substantially all of our assets are acquired by a third party (in which case personal information held by us may be one of the transferred assets), as part of a restructure or otherwise;
- b) for auditing purposes e.g. finance audits where we employ chartered accountants;
- c) to our professional advisors (e.g. lawyers), where necessary to protect our interests;

- d) to protect your safety or security;
- e) to comply with law or regulation; and
- f) in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

8. International Data Transfers

Your personal information may be transferred outside the UK and the European Economic Area (**EEA**) to countries which do not have equivalent data protection law and therefore may have lower security protections and fewer rights for individuals. Such transfers will be in accordance with the purposes set out in [section 5](#). We sometimes use third parties to process personal information where such third parties will store your personal information in a location outside the UK and the EEA.

Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information. If you have any questions about the transfer of your personal information, please contact us using the details at [section 13](#).

9. Securing your personal information

All personal information is stored securely. We endeavour to protect your personal information and employ both appropriate technical and procedural methods, such as commercially reasonable administrative, technical, and physical safeguards against accidental or unlawful destruction or loss, or unauthorized disclosure, access or use. Please be aware that, despite our best efforts, no security measures are perfect or impenetrable and any transmission of personal information is at your own risk.

10. How long do we keep your personal information?

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from our records 5 years after your relationship with us ends. However, if before this date: (i) your personal information is no longer required in connection with such purpose(s); (ii) we are no longer lawfully entitled to process it; or (iii) you validly exercise one of your rights of erasure under [section 11](#), we will remove it from our records.

11. Your rights and preferences

You have the right to:

- a) Request **access** to any personal information we hold about you (subject to entitlement and confirmation of your identity).
- b) Request that we **delete** the personal information we hold about you, as far as we are legally required to do so.
- c) Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.
- d) **Object** to the processing of your personal information: (i) on the basis of the legitimate interests ground; (ii) for direct marketing; or (iii) for statistical purposes.
- e) Ask for the **provision** of your personal information in a machine-readable format to either you or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) on the basis of

consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.

- f) Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office. Please always consider raising your concern with us first.

12. **Amendments to this privacy notice**

We may revise this privacy notice from time to time by posting a new version. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention where reasonably possible. Otherwise, we recommend that you periodically review this privacy notice to be aware of any other revisions.

13. **How to contact us**

You can contact us if you have any questions about this privacy notice or our treatment of your personal information at Mona Rahman, Stephen Lloyd Awards, 10 Queen Street Place, London, EC4R 1BE.

Version: 1.0

Date last revised: May 2019