



# The Dick Harrison Trust - Privacy Notice

## General Data Protection Regulation (GDPR)

### What this privacy notices covers

The **DICK HARRISON TRUST** is committed to protecting your personal information. In this notice, references to 'we', 'us' or 'our' mean The **DICK HARRISON TRUST**. This notice explains how we collect and use the personal information about you.

### Who we are

The **DICK HARRISON TRUST** is a private trust established to assist financially with the education and training by awarding grants for fees or maintenance to persons who are desirous of training and pursuing a career in livestock auctioneering and/or rural estate management.

The **DICK HARRISON TRUST** is a data controller under data protection legislation and all contact details are shown at the end of this notice.

As a trust, we act in our administration through our secretary and, as relevant, other officers.

### Information we gather

We collect your information in the form of your name, contact details and personal information relative to your grant application and store it on our application records.

Your information is collected from:

- i. application and request forms by post;
- ii. email, post, fax and mail correspondence with the **DICK HARRISON TRUST**;
- iii. contact via phone;
- iv. in-person contacts with applicant and references;
- v. information we gathered from meetings; and
- vi. information we receive from external third parties, where relevant.

We will use your information to:

- i. administer and consider your application and correspond with you about your application;
- ii. maintain relevant contact, including, but not limited to: sending you information about interviews and the result of your application;
- iii. administer interviews for grant awards;
- iv. maintain the accuracy of your information and communicate with you for any other reasons related to your application;

- v. in the event of an award being made maintain your details in a list of awardees;
- vi. share with regulatory authorities and any other party when sharing of information is required by law.

### What is the legal basis of processing your data

The legal basis of processing your data is 'legitimate interest' as defined by Article 6 of the General Data Protection Regulations where processing is necessary for the determination of an application for grant assistance to which the data subject is party.

### Who will have access to the information

We do not share your information other than with the references which you note on your application form.

We take reasonable organisational and technical measures to protect your information against unauthorised access, modification or misuse.

### How long will we keep your information

In the absence of any legal requirements, your personal data will be retained for as long as necessary for the purpose of the processing listed above. This means your data will be deleted if you withdraw consent to processing or the data is no longer required or inaccurate. If you decide to withdraw your application, we will hold your information for a period which is deemed reasonable.

### How to keep us updated with any changes to your information

Please remember to keep us updated on the personal data we hold on you if it is inaccurate or incomplete. All requests to update your personal data must be sent in writing to the **DICK HARRISON TRUST**.

### Use of cookies

Our website uses cookies which allow a server to uniquely identify each browser on each page. For further information on cookies, please consult the Google Analytics Page at <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

### Your rights

You have the right to:

- 1) To keep us updated and have the data we hold about you transferred to another organisation.
- 2) Request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of approved identification. Please submit your request in writing to the contact details shown at the end of this notice. We will respond within one month, of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records. This request is free of charge unless the request is manifestly unfounded or excessive.
- 3) Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact us on the details set out at the end of this notice.

- 4) Request that we delete your personal data so it is erased from our records.
- 5) Object to certain types of processing such as direct marketing.

### Enquiries and Complaints

Please contact us if you have any enquiries arising from this privacy notice. Where possible, please raise all enquires in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint as soon as reasonably practicable.

All complaints should be sent to:

The Secretary  
The Dick Harrison Trust  
c/o H&H Land and Property Ltd  
Borderway  
Rosehill  
Carlisle  
CA1 2RS

T. 01228 406260 E. [secretary@dickharrisontrust.org.uk](mailto:secretary@dickharrisontrust.org.uk)

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information. Their contact details are shown below:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
Tel: 0303 123 1113 or 01625 545745

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

### Review of The **DICK HARRISON TRUST** Privacy Notice

This Notice was last reviewed in December 2018. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us.