

## **Greenwich Hospital**

### **Privacy Notice – Organisations applying for and in receipt of Greenwich Hospital grants or contracts to deliver services to beneficiaries on our behalf and their beneficiaries**

This privacy notice explains what personal data is collected by Greenwich Hospital through our grant making activities and in relation to our work with organisations delivering services to beneficiaries on our behalf.

#### **Who we are**

Greenwich Hospital is the data controller and is responsible for ensuring that we only collect and use personal information necessary for our interaction with you and for maintaining the necessary standards to protect your personal information.

You can contact us by e-mailing our Privacy Officer at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk) or write to the Privacy Officer at:

Greenwich Hospital  
3<sup>rd</sup> Floor, 1-2 Bolt Court  
London, EC4A 3DQ

#### **The personal information we collect about you**

Personal information is any information that can be used to identify a living person. We may collect and process the following information about you when you interact with us.

- Name, address, telephone number, e-mail address or photograph and job role
- Personal information about people who benefit from projects funded by our grants or directly by us in the form of case studies. This may include your name, information about your personal circumstances which may include health and other special category data and a photograph.

#### **How we get your personal information**

If you contact us to apply for a grant, we will collect personal data about you and other people connected to your organisation. We may do this through conversations, at events or during visits to your organisation, or if you call or e-mail us. We will also collect personal information on application forms. Sometimes our grant holders and evaluators also send us information about people who benefit from projects funded by our grants.

#### **Why we collect your data and how we use it**

We only use your data when the law allows us to. The lawful bases we rely on for using your personal data are where it is necessary for our **legitimate interests**, for the performance of a **contract** or where you have given us your **consent**.

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 and we use your information in ways you would reasonably expect:

## **Our legitimate interests for processing**

- We provide grants to organisations designed to meet the needs of serving and veteran RN personnel and their families. We use your personal information so that we can assess your organisation's application and make and manage awards, monitor, and evaluate the impact of our grant making, raise public awareness and inform our strategy and administer our organisation and manage our relationship with you.
- We will use your personal information to enable the proper administration, governance and management of Greenwich Hospital and the pursuit of our objects.

### Where it is necessary for the performance of a **contract**

- We use your personal information so that we can meet our obligations and monitor the performance of our contract with you to deliver services on our behalf.

### Where you have given us your **consent**

- We may use your personal information to evaluate, research and demonstrate the impact of our grants, in the form of case studies shared with us by the organisations we have funded.
- We will only use your personal information in this way if the organisation can demonstrate they have got your consent to share your data with us for this purpose and that they have referred you to this notice.
- Where we process special category data, the additional legal basis we rely on to do this is **explicit consent**.

## **Sharing your personal information**

Sometimes we have a legal duty to provide personal information to other organisations. We only share information if necessary and where we have a legal basis for doing so. We may share your information within Greenwich Hospital.

We may share your personal information with organisations who help us deliver our services and run our organisation. When we do this, we will have an agreement in place to make sure that organisation complies with data protection law to keep your information safe and is only used for the intended purpose. For example:

- We may share your personal data with Microsoft 365, Blackbaud, ContractZen and Xero, providers of cloud based internal office systems and databases.
- We may share your personal data with auditors as they check to ensure our systems and processes are robust and lawful.

## **How we look after your personal information**

Most personal information we collect and use is stored on systems in the UK. On occasion, your information may leave the UK as part of the Microsoft 365, Blackbaud, ContractZen and Xero cloud based internal office systems and databases. When this happens, we make sure that these providers have confirmed that appropriate safeguards are in place to ensure that the required level of data protection is in place

We make sure the records we hold about you are kept securely and only available to those who have a right to see them. We do this by controlling access to systems and networks, training staff so they

understand how to look after your information, putting in place controls over where data is stored and deleting personal information when it is no longer needed.

### **How long we keep your personal information**

We only keep your information as long as we need to, in most cases six years after the grant or contract came to an end. Sometimes the law states how long we must keep personal information. Some personal data may be kept indefinitely as it is stored in the National Archives for reasons of historic interest.

### **Your rights**

You have a number of rights in relation to the personal information we collect and use about you.

- You can ask for access to a copy of the personal information we have about you.

If you would like a copy, please contact us at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk)

We cannot share any information which contains personal information about other people or information a professional thinks will cause serious harm to you or someone else's physical or mental wellbeing.

- You can ask us to change information you think is inaccurate in some circumstances
- You can ask for your information to be deleted in some circumstances
- You can ask us to limit what we use your personal data for in some circumstances
- You can object to our use of your personal information in some circumstances
- You can ask for a copy of your personal information in an agreed format so that you can reuse it or transfer it in certain circumstances
- You can ask us if we use automated decision making or profiling when using your information
- You have the right to withdraw your consent where we rely on your permission to use your personal information.

### **How to exercise your rights**

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at 1 Farringdon Street, London, EC4M 7LG.

You can also write to our Privacy Officer at [enquiries@grenhosp.org.uk](mailto:enquiries@grenhosp.org.uk)

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire