

Privacy Notice

This Privacy Notice sets out how Sutton Coldfield Charitable Trust ('The Trust') uses and protects any information that you provide.

Should the Trust ask you for information by which you, or others, can be identified, you can be assured that it will only be used in accordance with this privacy notice.

The Trust may change this notice by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This notice is effective from 07 April 2026.

Who we are

For the purposes of the Data Protection Act 2018 and under the General Data Protection Regulations, and amendments under the Data (Use and Access) Act 2025, the Data Controller is Sutton Coldfield Charitable Trust, Lingard House, Fox Hollies Road, Sutton Coldfield, B76 2RJ. The Data Protection Lead is Susan Longhorne.

The ways the Trust collects personal information

The Trust collects personal data about you if you fill in forms on its website or correspond by phone, email or post. The Trust will only collect the minimum amount of information necessary to provide a service to you, or comply with our legal responsibilities.

You may have included personal information within a grant application or enquiry. If so you are responsible for confirming you have the written agreement and permission of any individuals identified in your application to pass their personal information to the Trust. The Trust will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded and related administration

Personal data that is processed by the Trust could include details such as your name, postal address, phone number, email address, date of birth, internet provider or banking details. The Trust collects this for a variety of reasons, such as responding to your enquiry and processing grant applications

Protecting your personal information is very important to the Trust and it will ensure that your personal data is kept confidential and held securely. Your details will not be disclosed to any third parties and all information is hosted within the UK.

How the Trust uses your personal information

The Trust will only use your personal information for the purpose for which it was given, will not keep it for longer than necessary and will destroy the information securely according to its data retention policy.

Your information will not be shared with third parties unless you have previously been informed, for example, on an application form, or as is required by law, such as with HMRC or with the police for the detection or prevention of crime.

Your rights

You have a number of rights in relation to your personal data. There are circumstances in which your rights may not apply. You have the right to request that the Trust:

- Provides you with a copy of the information it holds about you
- Update any of your personal information if it is inaccurate or out of date.
- Delete the personal data that is held about you. If the Trust is providing assistance to you and you request that the personal data held about you is deleted then the Trust may be unable to continue providing assistance
- Transfer your personal data to a third party

For more information on your rights and how to use them, or if you would like to make any of the requests set out above, please contact the Trust using the details provided below. We will respond to all such requests within the time period required by law.

Contact details

Sutton Coldfield Charitable Trust, Lingard House, Fox Hollies Road, Sutton Coldfield, B76 2RJ

Telephone number: 0121 794 0970

Email: info@suttoncharitabletrust.org

Data Protection Lead: Susan Longhorne

Charity Registration Number: 218627

ICO Registration No: Z7102222

Complaints

If you are not satisfied with how we have processed your personal information please firstly contact the Data Protection Lead listed above; if you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or +44 1625 545 745