**Privacy Notice**

**Introduction**

We are committed to protecting your privacy and meeting our legal requirements under General Data Protection Regulation (GDPR).

The information covered within this privacy notice relates to data received from clients for the purposes of fulfilling contract requirements and carrying out work on their behalf.

We encourage everyone to read the policy carefully and contact 4George with any questions or concerns about our privacy practices.

**Who we are**

4George Ltd is a company owned by Robert and Louise Treacher. Our registered address is First Floor, Telecom House, 125-135 Preston Road, Brighton BN1 6AF.

Louise Treacher is the designated Data Protection Officer.

**What information do we collect?**

4George collects personal and organisational information for the purposes of carrying out its business. This includes:

For individuals

Names, addresses, dates of birth, telephone numbers and email addresses.

For organisations

Governance documents, policies, bank account details, accounts and reports.

Data is provided to us by individuals and organisations directly. This is generally collected via email, in person, over the telephone or via a written or electronic document.

4George does not generally collect what is termed as “sensitive data”.

**How do we use personal information?**

4George uses the personal information to fulfil the requirements of the contract or services it has agreed to provide to the client. This includes services such as:

* Completing grant and funding applications
* Completing funding landscapes
* Writing application letters
* Linking clients with contacts of use to them such as local council officers, relevant experts etc.
* Attending meetings and events
* Carrying out research.

**What legal basis do we have for processing your personal data?**

There are six possible legal grounds for processing data under GDPR guidelines:

* consent
* contract
* legitimate interests
* vital interests
* public task
* legal obligation.

4George uses the legal basis of ‘contract’ for processing personal data as it is required for the company to fulfil the contracted services agreed with the client.

The client identifies the personal details required for the contracted services to be able to be delivered, and 4George collects and holds the data for the duration of the contract.

**When do we share personal data?**

All personal data will be treated confidentially and will only be disclosed or shared with relevant funders and funding bodies via the following methods:

* application forms
* online applications
* application letters or emails

**Where do we store and how do we process personal data?**

Data is stored in soft copy in the following places:

*Mac Mail* - 4George’s email system

*Dropbox* – a cloud-based storage vehicle

*icloud* – a cloud-based storage system used for backing up data outside of *Dropbox*

*Dropbox* has ISO 27018, a recognised standard for leading practices in cloud privacy and data protection. Storage servers are located in data centres across the United States. *Dropbox* complies with EU GDPR requirements.

*icloud* has ISO 27001 and 27018.

Both are GDPR compliant.

**How do we secure personal data?**

4George uses a number of methods to ensure your personal data is secure. These measures are:

* All computers and laptops are encrypted and password protected
* All *Dropbox* accounts have two factor authentication
* Any hard copy information is stored in a lockable filing cabinet
* *Dropbox* accounts are not activated on phones
* All computers back up to *icloud*
* All staff are made aware of their duties under GDPR

**How long do we keep your personal data for?**

4George retains personal data until the conclusion of the contract and / or until all funding decisions have been completed.

When no longer required hard data is shredded and recycled and soft data is deleted from storage devices.

**Your rights in relation to personal data**

Under the GDPR data subjects have access and control of their personal data. This includes rights of:

* access to personal information
* correction and deletion
* withdrawal of consent (if processing data on condition of consent)
* data portability
* restriction of processing and objection
* lodging a complaint with the Information Commissioner’s Office

Individuals can exercise these rights by contacting 4George at info@4george.co.uk or writing to 4George Ltd at Leaside, South Street, Hinton St George, Somerset TA17 8SW.

Upon receipt of an enquiry 4George will make contact and discuss your requirements. The agreed actions will then be documented and confirmation sent by 4George once all have been completed. The only exception to this is if 4George are required to maintain the data for legal reasons. If this is the case the individual will be made aware of the circumstances and legal basis.

**How to contact us?**

Should you wish to get in touch, have any questions or concerns about our privacy practices or your personal information or if you wish to file a complaint, please contact 4George at info@4george.co.uk or in writing to 4George Ltd at Leaside, South Street, Hinton St George, Somerset TA17 8SW.