

Ray Windfarm Fund Community Interest Company Privacy Notice.

Ray Windfarm Fund Community Interest Company understands that your privacy is important to you and that you care about how your personal data is used. We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Ray Windfarm Fund Community Interest Company is a company Limited by Guarantee. Company number 10910895.

Registered office: First Floor, One Strawberry Lane, Newcastle upon Tyne NE1 4BX.

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation 2018 (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The Ray Wind Funds collect and store your personal information only in order to process your enquiry or application for funds.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e., the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e., prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.

h) Rights relating to automated decision-making and profiling. Part 6 explains more about how we use your personal data, including automated decision-making and profiling. For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Personal Data Does the CIC Collect?

- Contact details for individuals applying and/or corresponding on behalf of an applicant organisation.
- Contact details of any correspondent within emails received making an enquiry regarding the Ray Wind Funds.

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Date of birth;
- Gender;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Payment information.

Contact details are held for communication purposes about applications for and grants made.

Personal details supplied on any application form are held digitally until such time as the project for which the grant is awarded has been completed. If a paper application form is used this will be held securely and the information contained within it transferred to the digital database.

All the information we may hold about you has been provided directly by you, or by an organisation supporting you with your consent. Most of the information supplied will be from the application form or from an email or telephone enquiry made by you.

6. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for the following purposes:

- Managing your enquiry and application.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email or post that you have opted-in to. You may opt out of any communication by contacting us at the correspondence address below or by email to admin@raywindfund.co.uk

The data collected in digital database is used only to process your enquiry or application and for annual reports to the Board of the Ray Windfarm Fund CIC and to the donor organisation, Vattenfall-UK. The personal data within the annual report is limited to the correspondent's name and parish at most, however anonymity can be protected. No record of the email address or telephone number is recorded in the report.

The database is considered as a prime document for the purposes of processing applications but is not a financial document within the context of HMRC requirements for retention of records.

The data is shared only with the Directors and the Administrator. The data is not passed to any third-party organisation.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary for which it was first collected.

8. How and Where Do You Store or Transfer My Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the GDPR.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, without your explicit and documented consent.

10. How Can I Access My Personal Data?

- If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.
- All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.
- We will respond to your subject access request within 2 weeks and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Ray Wind Funds Administrator

East Todholes, Elsdon, Northumberland NE19 1BS

Email: admin@raywindfund.co.uk

Telephone: 07762 179 579

12. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes in a way that affects personal data protection.

Any changes will be made available on our website. www.raywindfund.co.uk