The Baring Foundation
Privacy Notice

The Baring Foundation ("we", "our", "us", the "Foundation") is committed to keeping your personal information safe and meeting our responsibilities under privacy law. Given that your personal information can be used to identify you, we want you to be confident that we are using it responsibly.

This Privacy Notice gives you detailed information about why and when we collect your personal information when you use our website and other services, how we use your personal information, how we keep it secure, and how you can let us know if you would like us to change how we manage it.

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1. Who we are

The Foundation is an independent foundation which protects and advances human rights and promotes inclusion. We believe in the role of a strong, independent civil society nationally and internationally. We use our resources to enable civil society to work with people experiencing discrimination and disadvantage and to act strategically to tackle the root causes of injustice and inequality.

We are a registered charity (charity number 258583) and an incorporated company registered by guarantee (company number 00950696) in England and Wales. Our registered address is 8-10 Moorgate, London, England EC2R 6DA.

If you have questions regarding your personal information or its use, please contact us using the details set out in the 'Contact us' section below.

2. What personal information we may hold about you

Personal information is any information that relates to an individual. It does not include information where the identity of the individual has been fully and effectively removed (anonymous data).

We may collect the following personal information about you:

- Identification information, such as your name, title, age or date of birth;
- Contact information, such as your email address, telephone number or home address;
- Professional information, such as your job title or organisation;
- Gender information;
- Financial information, such as bank account or payment card details, billing address;
- Application information, such as the information you provide in applying for our grants;
- Any other information you provide us in the course of our interactions with you.

If you contact us, we may keep a record of our interaction with you, as well as your name and contact details.

When you access our website, we also collect information about your computer, including, where available, your IP address, operating system, and browser type. We do this for system administration purposes, including to analyse trends and gather broad demographic information for aggregate use so that we can improve the site and the information we provide.

Sensitive Personal information

Under data protection legislation, certain personal information is considered more 'sensitive' (e.g., information relating to race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data (where used for identification purposes), health data, sex life, sexual orientation, and criminal offence data).

We may collect the following sensitive personal information about you:

- Information about racial or ethnic origin;

- Information about religious or philosophical beliefs;
- Health information;
- Sex life or sexual orientation information.

3. Where we obtain your personal information

We collect and retain personal information about you that you have given us in different ways, for example where you:

- Apply for a grant;
- Award a grant or other forms of funding to us
- Register for or attend an event;
- Register for our newsletter;
- Participate in our surveys and research;
- Use our website;
- Contact us via email, phone, in person or by post.

We may collect personal information about you from third parties, including:

- Partners we work with (such as other grant making foundations);
- Any other third parties where we have consent to use your personal information.

4. How we use your personal information

We may use your personal information to:

- Award grants;
- Conduct surveys and research;
- Organise and manage events;
- Comply with your requests;
- Learn from your experiences and feedback to develop our work;
- Handle enquiries and complaints;
- Comply with applicable laws and regulatory requirements.

Direct marketing

Where you have provided consent, we will send you any email/mail marketing, newsletters or other communications about topics and events which we think might interest you.

We might also send you e-mail marketing, newsletters or other communications about topics and events which we might think interest you in other circumstances, including

where you have expressed an interest in one or more of our charitable purposes or have offered or are offering support to further one of our charitable purposes. In these cases, we will always give you the opportunity to opt-out of receiving these communications at the time that we collect your information.

Irrespective of the circumstances in which we send these communications to you, you may unsubscribe from our email communications by following the instructions in any email that we send you, or you can withdraw your consent and request us to remove your personal information at any time by emailing us using the details in the "Contact Us" section below.

Our lawful bases

We will only use personal information when the law allows us to (i.e., where we have a 'lawful basis'). Most commonly, we will use your personal information in the following circumstances:

- 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. For example, we have a legitimate interest in making grants in accordance with our purpose and values;
- Where you have provided your consent;
- Where it is necessary for the performance of a contract with you;
- Where it is necessary to comply with a legal obligation (for example, reporting to HM Revenue and Customs or the Charity Commission).

We will use your special category personal information where you have provided your explicit consent.

We do not carry out any automated decision-making using personal information which produces legal effects or otherwise significantly affects individuals.

5. Retaining your personal information

We will not keep personal information for longer than necessary, and the appropriate retention period will vary according to the intended purpose for which we collected the personal information.

The criteria we use to determine the retention period of personal information are: (i) the respective statutory retention period; (ii) our contractual and/or business relationships with you; (iii) (potential) disputes; and (iv) any guidelines issued by relevant regulators. After expiration of the retention period, the relevant information is routinely deleted, as long as it is no longer necessary for the fulfillment of a contract, the initiation of a contract or to protect

or defend our position or that of a third party. If you have any questions about our retention periods, please contact us using the details in the "Contact Us" section below.

6. How we process and share your personal information

The Foundation is the data controller for the personal information we collect and process. We may share your personal information with third parties, including the following:

- with organisations with which we partner or collaborate;
- with Salesforce, on which we store grant information; (you can find more information about Salesforce's data protection practices here);
- with Mailchimp, which operates our newsletter (you can find more information about Mailchimp's data protection practices here);
- with other contractors, suppliers, or other third parties that provide services on our behalf (such as website host providers);
- as part of a sale, merger or acquisition, or other transfer of all or part of our assets including as part of a bankruptcy proceeding;
- pursuant to a subpoena, court order, or other legal process or as otherwise required or requested by law, regulation, or government authority programs, or to protect our rights or the rights or safety of third parties;
- with our professional advisors, lawyers, accountants and auditors; or
- with your consent or as otherwise disclosed at the time of data collection or sharing.

7. International data transfers

In some cases, and as noted above, we may transfer your personal information out of the UK (for example to our partners located abroad and/or to service providers that are located or store data in other jurisdictions). Where we do this, we take steps to ensure that your information is protected in accordance with appropriate safeguards. In particular, we will rely on the appropriate safeguards under data protection legislation, such as the UK International Data Transfer Agreement entered into by us and the overseas recipient, or where the Secretary of State has permitted the free flow of data to the relevant jurisdiction.

8. How we keep your personal information safe

To protect your privacy, we make sure your personal information is kept securely and disclosed only to relevant organisations or representatives who need to access it to perform their roles. While we seek to use appropriate organisational, technical and administrative measures to protect personal information within our organisation, unfortunately no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to

believe that your interaction with us is no longer secure, please immediately notify us in accordance with the “Contact us” section below.

9. Your rights

Under certain privacy laws, you have rights relating to your personal information. You may have a right to the following:

- to request access to the personal information we hold about you;
- to request that we rectify or erase your personal information;
- to request that we restrict the processing of your personal information;
- to object to our processing of your personal information in certain circumstances;
- under certain circumstances, to ask us to transfer personal information to you or to a third party; and
- where we previously obtained your consent, to withdraw consent to processing your personal information.

To exercise these rights or make a complaint, please contact us via the “Contact us” section below.

Additionally, you can also make a complaint to the Information Commissioner’s Office at www.ico.org.uk/concerns.

10. Other websites

Our website contains links to other websites. Please note that when you click on one of these links, you are accessing another website for which we have no responsibility (even if you access the website via a link to one of our websites). We encourage you to read the privacy notices on all such websites.

11. Cookies

Our website uses cookies to enhance your experience while using the site. Cookies are pieces of information that some websites transfer to the computer or device that is browsing that website and are used by many websites for record-keeping. For more information about our use of cookies and tags, different types of cookies, the information they collect and further information about how you can control the types of cookies that are placed on your browser, please refer to our Cookies Policy.

12. Updates to this Notice

Updates to this Notice will be posted on this page – please check back from time to time. We will also use reasonable efforts to inform you of any significant changes by email where appropriate.

13. Contact us

If you have any questions or concerns about this Privacy Notice or the way in which we handle your personal information, please email us at baring.foundation@ing.com with the subject line 'data protection'.

You can also contact us at the following address:

The Baring Foundation
8-10 Moorgate
London
EC2R 6DA

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