

# Speech, Language and Hearing Foundation Privacy Statement

## 1. What information will we use?

If you ask us for information or apply for a grant, we will collect and use information about you or your company and some of the individuals in it ("your information"). This information includes the names of key stakeholders in your company (if you have one) or those individuals in whose name the grant application is made. We retain individual contact details and company or private bank details (if appropriate) and we may collect reference data where you have agreed that we should do so. The law categorises some types of data as Special Data which we will only collect if the law allows us to do so, it is reasonable to do so in the context of our relationship and is absolutely necessary to do so to conduct our work. This type of data includes biometric data, criminal conviction data, health data and racial or ethnic origin data. Similarly, we will only collect and use children's and juvenile's personal data when it is absolutely necessary to conduct our work.

## 2. How will your information be used?

We may use your information to:

1. Comply with the law. This might include checks to ensure you are entitled to reside in the UK, to verify your identity and to comply with health and safety, anti-money laundering or charity legislation.
2. Deal with complaints or legal disputes involving you, or other parties.
3. Monitor performance of the terms of a grant.
4. Collect references to assist us in making a grant.
5. Inform you about the Foundation, or other matters that may be of interest to you. This would include letting you know about important changes to what we do or to our policies.
6. Interact and respond to communications you send to us, helping you with any queries and responding to any social media posts where you tag or mention us.
7. Allow smooth hand-over of our work to another charity if we change our operating policies.

## 3. When we can use your information.

We collect and use your information in the following situations:

1. Where our use of your information is necessary for us to perform any contract that we have with you (written or oral) or to evaluate any potential contract .
2. Where our use of your information is for the purposes of our legitimate interests or the legitimate interests of those we work with and we have made sure that your information, and your rights in relation to that information, are protected. For example, we may rely on this legal basis if we use your information to understand and improve our services.
3. Where we believe it is necessary to use your information to comply with a legal obligation to which we are subject.

4. Where we have your consent. We will rely on your consent to send you information which we think you may be interested in by email, text message and other methods of electronic communication from time to time in accordance with your data choices. Where we rely on consent to use your information, you have the right to withdraw that consent at any time. Please see the 'Your choices and rights' section of this policy for more details.

#### 4. The period for which we will keep your information.

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. As a general rule however, we will keep:

1. Information we gather in pre-contractual negotiations (where you do not receive a grant) for two years. We do this in case you reapply
2. Expired contracts or grant information – for 6 years from the end of our relationship
3. Non-grant related correspondence for 12 months
4. Details of payment processing for 7 years (as required by the Companies Act)
5. Legal files - permanently
6. Surveillance data for 30 days (or less if mandated by the individual property Privacy Impact Assessment) or 3 years if required for a dispute.

#### 5. Who will we share your information with?

We may share your information with anyone else who is party to the same grant application. We may also share your information with:

- other parts of your own organisation.
- other organisations such as any school that is directly relevant.
- our professional advisors.
- any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.

We will never share your details with anyone else without your permission.

#### 6. Transferring your information internationally

Your personal information will only be transferred internationally if the project we are funding is outside the United Kingdom (or the EU where common data protection law applies). When this happens, we put in place appropriate safeguards to protect your information, or otherwise ensure that we can transfer your information in a way that complies with data protection law (for example, in some circumstances we may ask for your explicit consent to make a transfer of your information). Where we put in place appropriate safeguards to protection information which we transfer, the safeguards may include securing additional legal agreements to protect your information. You can obtain a copy of these agreements by contacting us using the contact details below.

## 7. Your choices and rights

You have a number of rights in relation to your information and in some instances, can make choices about how we collect and use it. For example, you can decide not to receive marketing material from us, you can tell us how you want to receive marketing communications from us, and can object to some of the ways in which we use your information.

You can contact us using the details in Section 8 to:

- request access to your information.
- ask that we update, complete or correct your information.
- ask that we erase or restrict our use of your information.
- request that we provide your information to you in a commonly used electronic format and to have that information transmitted directly to another organisation (this is known as the right to 'data portability').

If you are concerned about how your information is used, please contact us. You also have a right to complain to the Information Commissioner's Office.

## 8. Who we are.

The Speech, Language and Hearing Foundation is a company registered in England under company number 02525240. Our registered office is at 21, BEDFORD SQUARE, LONDON, WC1B 3HH. Charity Registration No. 1002463. ICO No. ZA433410.

Get in touch by contacting us in writing at: The Speech, Language and Hearing Foundation P.O. Box 74701 London, NW2 9RZ or you can telephone 07511 063 751 or email [administrator@slhf.org.uk](mailto:administrator@slhf.org.uk).