

EMERGENCE FOUNDATION

DATA PROTECTION

Please note that if you apply to us we'll need your permission to store your information on our databases for the purposes of making a decision to offer you grant support and, if successful, for the purposes of providing you with finance.

If at any time you wish us to remove your details from our databases, please contact us and let us know and we will remove all your details within 3 weeks. However please read the 'Important Note' section below for how this will affect our dealings with you, in terms of providing grant support.

By email: Grantenquiries@emergencefoundation.uk

By phone or text: 07889 234 340

We will contact you once, after we have received a request to remove your data, using the details we hold on our databases. This will only be to check that it is a genuine request from you/ your organisation.

IMPORTANT NOTE

You should be aware that removing your details and contact information from our databases will prevent us from offering you financial support, or if you've been awarded a grant, from continuing to fund you.

This is because, as a registered charity, we need to maintain appropriate records of our expenditure and to ensure funds are used appropriately, in line with our charitable objects. We also need to be able to pay grants and cannot do any of these things without keeping/maintaining appropriate details of you or your organisation.

If you are in the middle of a project that is using grant monies from us, we will need to recover any unspent/ un-committed grant from you. We will not seek the return of monies already committed or spent on the project (as detailed in your application to us) and will work with you as rapidly as possible to secure an appropriate end to the project that complies with your wishes to have your data removed from our records.

VIDEOS SUBMITTED AS PART OF YOUR APPLICATION

If you submit a video to us in support of your application, you should ensure that it contains no defamatory/ derogatory information or inappropriate acts/ behaviours. You should also ensure that there is no personally identifiable information in it (no addresses, specific locations, names – other than your own name/organisation names). NB The submission of a video is entirely optional.

Videos that you submit will not be available to the general public but will be viewed by our stakeholders and those people who are involved in the grant assessment and voting process.

If at any time you wish us to delete your video, simply contact us, as above, and we will remove it from our servers and databases. Removal of your video will not adversely affect your application unless you want us to remove all your personal/organisation information from our databases (in which case please see the paragraphs above). We will routinely delete all videos submitted to us within 3 months of the application closing date.

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