

PRIVACY NOTICE
THE STAPLES TRUST

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PRIVACY NOTICE

THE STAPLES TRUST

INTRODUCTION

Staples Trust (“Staples/we/us/our”) is one of 20 different independent, grant-making trusts established by members of five generations of the Sainsbury family.

The Trustees initiate most of the proposals they wish to consider and tend not to accept unsolicited applications. The Trust supports projects in the following areas::

- Gender – domestic violence, women’s rights, and gender studies.
- Indigenous peoples and the Environment.
- Inequality
- A programme of Scholarships and Awards to support students from Croatia to further their studies. This is made possible through [The Frankopan Fund](#).

We share offices located at The Peak, 5 Wilton Road, London SW1V 1AP with other trusts which are operated by the Sainsbury Family Charitable Trusts.

Keeping your personal information safe is very important to us. We are registered as a data controller with the Information Commissioner’s Office. Our registration number is Z614436X. Staples is committed to the protection of your personal data we process in line with the data protection principles set out in the UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act (2018).

We have policies, procedures, and training in place to help our employees and volunteers understand their data protection responsibilities and our data protection principles.

We have a nominated member of staff who serves as our Data Protection Manager. If you have any questions regarding how we collect, store and process your personal data, please email dataprotection@sfct.org.uk. We have also appointed an independent Data Protection Officer at data protection consultants, Evalian Limited who can be contacted by email at dpo@evalian.co.uk.

T H E S T A P L E S T R U S T

This privacy notice explains what personal data we collect from individuals who visit our offices or contact us by email, phone, or apply for a grant or send us other communications (“you/your”).

We place great importance on ensuring the quality, confidentiality, integrity and availability of the data we hold and in meeting our data protection obligations when processing personal data. Staples is committed to protecting the security of your personal data. We use a variety of technical and organisational measures to help protect your personal data from unauthorised access, use or disclosure.

If you have applied for a job with us or another trust or submitted your CV (or similar employment information) to us, we process your personal data as set out in our privacy notice for recruitment candidates (www.sfct.org.uk/privacy-notices).

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices or other services we offer. When changes are made, we will update the date at the bottom of this document. Please review this privacy notice periodically to check for updates.

WHAT INFORMATION DO WE PROCESS?

Information you provide to us

We process all information you give us, either through corresponding with us by post, telephone, email or otherwise. This includes information you provide when you register your details with us, apply for a grant, a scholarship or other service, participate in events, meetings, and presentations, or attend social functions linked to our trust.

Information processed following an enquiry from you or when you submit a grant application to the Staples Trust

We process the following information about you:

- Your name (first and last)
- Organisation name
- Organisation address
- Your job title
- Organisation telephone number

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- Organisation email address

We use your name, organisation address, business email address and business phone number to respond to your enquiry and/or process your grant application.

We may also hold the same information about you if you are a key post holder within the grant recipient organisation or an adviser.

Information processed following an enquiry from you or when you submit a grant application to the Frankopan Fund for a Scholarship or Award

We process the following information about you:

- Your name (first and last)
- CV and Personal Statement - explaining your background, motivations, reasons for wanting to undertake the education course.
- Education institute name and contact details.
- Study course.
- Acceptance letter from education institution.
- Living expenses assessment.
- History of previous scholarships.
- References (personal and professional).

We use your name, education institute contact details, your grant application details, including your CV and personal statement to respond to your enquiry and/or process your grant application for a scholarship.

During the course of our relationship with you, we may receive, though do not request, a copy of your photograph.

Information processed by us when you accept an invitation to attend any events held by us.

We process the following information:

- Your name (first and last)
- Organisation name
- Your dietary requirements

Information we obtain from other sources

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Indirectly, we may record or receive additional details about you from

- Public information sources, such as your or your organisation's website, Facebook page, LinkedIn page, or from news articles and public registers, such as The Charity Commission.
- People who think that you may be interested in applying for a grant.
- External sources such as publications and works, clinical trials, external reviewers or advisors when you apply for or are awarded a grant from us.

Cookies & CCTV

We do not use cookies on our webpage for analysis.

To ensure the safety of all our visitors, contractors and staff, SFCT and the Landlord's property managers capture and record CCTV images at the main entrances to our offices.

PURPOSES AND BASES FOR PROCESSING YOUR DATA

We will only use your personal information for the purpose which it was provided to us for and in ways that you would reasonably expect. We may use your data for the following purposes and on the following lawful bases:

Purpose	Lawful Bases for Processing
Responding to correspondence from you or other type of enquiry.	It is in our legitimate interest to respond to enquiries made by phone, by email, by post or any other means.
For assessing the suitability of the grant or scholarship application.	When you submit a grant application to us we are processing it with your consent.
Sending you information such as newsletters, research reports, insights and other news about Staples and information which may be of interest.	When you agree to maintain contact with us for general communications purposes, we will rely on your consent, which may be withdrawn at any time by emailing dataprotection@sfct.org.uk .
Fulfilment of our obligations, as set out in our grant awards, or other or agreements.	This is necessary for the performance of the grant award or other agreement we have entered with you.

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For charitable trust / fund management, forecasting and statistical purposes.	It is our legitimate interest to identify areas for improving charitable relationships, developing new award opportunities and managing the charitable trust.
Processing relevant personal information about trustees and committee members of the grant recipients / award beneficiaries for governance purposes.	It is our legal obligation to comply with governance requirements of the Charities Act 2011, Charities (Protection and Social Investment) Act 2016, the Trustees Acts 1925, 2000.
Publicising the positive impact of the trust by publishing case studies.	Publication of your details, including photographs and recordings in our case studies is with your consent which can be withdrawn at any time.
Publishing our annual reports, which may contain grant award case studies.	Publication of your details in our case studies is with your consent which can be withdrawn at any time.
Invitation and attendance at our events.	It is our legitimate interest to publicise and celebrate the work of the trust by holding charitable events. If you attend the event we will collect and use your dietary information with your consent. If you attend the event we may collect and use photographs and recordings with your consent.

SHARING YOUR INFORMATION

We will not sell or exchange your personal information. We will only share your personal information where we are required to fulfil our grant or scholarship award agreement with you, or legitimate interest, where we have your consent, or we are required to do so by law. Staples

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works closely with other Sainsbury family charitable trusts and may share personal details with the other trustees, trust staff, but only if it helps support your needs.

We may share your personal information with third party organisations who will process it on our behalf. This is strictly governed by data processing terms which confirms that the personal information we provide will only be used for the purposes we specify and will be processed in line with data protection legislation.

Other third parties we may share your personal data with include:

- Public bodies such as the UK Charity Commission, Inland Revenue, or the police. The legal basis in these cases is compliance with our legal obligations.
- In case of an emergency we may also share your information with the relevant public health and emergency services and contact your next of kin. The legal basis for processing in such cases is to protect your vital interests.

We are committed to transparency and publish a report annually about the trust's activities, Where appropriate we publicise a list of our grants on the 360 Giving website (<https://www.threesixtygiving.org/>). We do not publish grants to individuals on the 360 Giving website. Our annual reports do not contain personal data but may contain case studies about the grants awarded.

INTERNATIONAL TRANSFERS

Staples operates primarily in the UK and provides some grant awards to organisations based overseas. The Frankopan Fund supports students of Croatian nationality, who study at educational centres located all over the world. All grant application processing and award administration takes place in our UK offices, with some local support in Croatia for the Frankopan Fund.

Staples works with several advisors and suppliers and it is possible that we will share your data with other third-party suppliers that process your data in countries outside the UK where the data protection laws are not equivalent to those within the UK. Where this applies, we do so, either on the basis of an 'adequacy decision' or documented in an International Data Transfer Agreement (IDTA) approved by the UK Information Commissioner's Office (ICO) which contractually oblige companies in those countries to the standard expected within the UK. More information about these is available [here](#).

YOUR RIGHTS

The UK GDPR provides you with certain rights in relation to the processing of your personal data, including to:

- Request access to personal data about you (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you, and to check that we are lawfully processing it.
- Request rectification, correction, or updating to any of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request personal data provided by you to be transferred in machine-readable format (“data portability”).
- Request erasure of personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove personal data where you have exercised your right to object to processing (see below).
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you (e.g. if you want us to establish its accuracy or the reason for processing it).
- Object to the processing of your personal data in certain circumstances. This right may apply where the processing of your personal data is based on the legitimate interests of Staples.

These rights are not absolute and are subject to various conditions under applicable data protection and privacy legislation and the laws and regulations to which we are subject.

If at any time you decide that you no longer wish to be contacted for general communications purposes, or if you would like to exercise any of your rights as set out above, you can contact us by email. See ‘Contact Us’.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

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In addition to the above, please note that you have the right to make a complaint at any time to the [Information Commissioner's Office](#) if you are concerned about the way in which we are handling your personal data.

DATA RETENTION PERIOD

We will retain your personal data for as long as it necessary for the purpose of our relationship or until you object to us processing it or withdraw your consent. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance or audit purposes.

CONTACT US

You can contact Staples in relation to data protection and this privacy notice by writing to:

Data Protection Manager
The Staples Trust
The Peak,
5 Wilton Road,
London SW1V 1AP

Alternatively, you can email us at dataprotection@sfct.org.uk

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