



# The Ulrike Michal Foundation for the Arts

Privacy Policy — The Ulrike Michal  
Foundation for the Arts

Charity Reg. No. 1188685

2020

## ***Privacy Policy—Ulrike Michal Foundation for the Arts***

**Date agreed: 7th December 2020 - Date of review 7th December 2021**

The Ulrike Michal Foundation for the Arts (UMFFTA) is a small grant-giving charity endowed by the estate of the late Dr Ulrike Michal which is registered with the Charities Commission, registration number 1188685.

The Ulrike Michal Foundation is committed to protecting your personal information which information is treated in compliance with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679

The Ulrike Michal Foundation may change or amend this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes.

This privacy notice tells you about the information we collect about you when you visit our website, make a grant application or otherwise provide us with information.

It also tells you how you can exercise your rights including the right to object to some of the data handling we carry out.

### **1. Privacy Policy**

#### **1.1. Why we need your information**

We need to collect some personal information to allow us to offer our services to you and to comply with our legal and fiduciary duties. We will only collect the minimum amount of information necessary to provide a service to you, or comply with our legal responsibilities.

Personal information may be collected and processed for the following purposes:-

#### Grant Applications

You may have to include personal information within an application submitted to us. If so, you are responsible for confirming you have the agreement and permissions of any individuals identified in your application, to pass their information to the Ulrike Michal Foundation. We will only use this information for the purposes of assessing your application, managing or monitoring any grant awarded, and related administration or research purposes.

We occasionally contact grant applicants in order to improve our procedures. Participation in surveys is voluntary, and you are under no obligation to answer any questions or reply to any survey you might receive from us. Should you choose to do so, we will treat the information you provide with the same high standard of care as all other personal information.

We may also contact you in relation to something separate to your application but for a reason we believe to be in the legitimate interest to you and/or your organisation.

### **1.2 How we process your information**

We will only use your personal information for the purpose it was given, we will not keep it for longer than is necessary at which point your information will be destroyed securely. Information provided through a grant application, may be retained for application monitoring, grant monitoring, archiving and legal purposes for up to 6 years as per the declaration in the initial grant application form.

As soon as we have no 'legitimate interest' in keeping any personal information, it will be deleted from our archives.

Your personal information will not be shared with a third party unless you have previously been informed and given express consent i.e. on an application form, or it is required by law, such as with the HMRC or with the police for the detection or prevention of crime.

## **2. Cookie Policy**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. You can read more about Cookies and how they work at the website of Interactive Advertising Bureau who has produced a guide on this topic. You can access their website here [www.allaboutcookies.org](http://www.allaboutcookies.org)

We use cookies to collect information on how our website and applications are being used, such as the number of page views and how you were directed to our website. Cookies do not collect any personal data and cannot identify you as a person.

## **3. Third party websites**

Our website may contain links to sites operated by persons outside of the Ulrike Michal Foundation, this policy does not apply to those sites. We do not accept any responsibility for the privacy practices, content or other products and services provided through other sites. We do not accept any responsibility for third party sites including, without limitation, their accuracy, security, products and services or for any information that is collected through them.

#### **4. How to contact us**

Should you wish to update your personal details or you have any concerns related to the collection or processing of your personal data you can contact us at [info:umffta.org](mailto:info:umffta.org)

We will make sure that your details are updated or removed expeditiously and in line with the GDPR regulations upon request.

#### **5. Complaints**

If you are unhappy with how we have processed your personal information, please in the first instance contact us, however if you are still unhappy you may also contact the Information Commissioners Office on 0303 123 111.