



## John Horniman Children's Trust Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

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### Contact details

#### Post

Secretary to Trustees

C/O 19 Rake Way,  
Edgbaston,  
Birmingham,  
B15 1EG.

#### Email

Please contact the Secretary to the John Horniman Trust using the 'Contact us' page on the website' <https://hornimanschildrenstrust.org/contact-us/>

## What information we collect, use, and why

We collect or use the following information to **consider a grant application, to manage an award if you are successful and to monitor its progress**. We also collect personal data to invite attendees to our conferences.

- Your contact details (including postal address, telephone number, e-mail address)
- Information about events and activities which we consider to be of interest to you
- Dietary information (if attending our conferences)
- If you apply for a job with us, information necessary for us to process these applications and assess your suitability
- Records of meetings and decisions

We also collect or use the following special category information about our Trustees. This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third party referrals** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we’re collecting or using your information because it benefits you or our organisation without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. The John Horniman Children’s Trust is bound by strict confidentiality codes and any information shared will be kept confidential and not shared with third parties

Our legitimate interests are:

- To process applications for funding and for administration of our role in the projects we fund
- To enable representatives of charities to maintain contact with their ‘link’ Trustee
- To generate reports on our work, services and events;
- To invite applicants to conferences and manage conference booking and attendance

- To keep a record of your relationship with us;
- To respond to or fulfil any requests, complaints or queries you make to us;
- To process your application for a job or Trustee role
- To audit and administer our accounts

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

## **Where we get personal information from**

- Directly from you
- Charities or voluntary sector organisations

## **How long we keep information**

We will retain your personal information only for as long as necessary, and to the extent needed to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies. We have determined different retention periods based on the data type and how it is used across our organisation. Records of successful grant applications are retained for 5 years. Unsuccessful grants are deleted within 12 months. Information relating to Trustees or employees are retained for 5 years following their final meeting with the Trust.

Personal data that no longer serves a purpose is securely disposed of or made anonymous so that you are no longer identifiable from it.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

## **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated 22/2/2026