



Float Trust Data Protection Policy

Introduction

1. This policy sets out the principles and procedures that govern how the Float Trust collects, stores, and disposes of private, personal, and confidential information. It is intended to help the trustees, and those accessing our services.

General principles

2. You are in control of your personal information.
3. We value your privacy and confidence. We are committed to respecting and protecting the information you provide to us. We aim to use your information ethically, and to exceed the protection you are given by law.
4. We recognise that the best way for us to secure personal information, is simply not to hold it in the first place. We aim to collect only the data we need, to keep it for the shortest reasonable time, and to destroy it securely when it is no longer needed.

Data collection

5. The Trust is a Data Controller, in terms of the General Data Protection Regulation 2016/679, as given effect to by the Data Protection Act 2018.
6. We collect information about individuals including:
 - a. Trustees, volunteers, and others involved in the management and administration of the Trust;
 - b. Beneficiaries and prospective beneficiaries;
 - c. Staff and volunteers in supporting organisations who apply to, or make enquiries of, the Trust.
7. We collect only the information provided to us by you or someone acting on your behalf. This may include your name, date of birth, address, telephone number, email address, and details of your finances and personal circumstances.
8. We collect this information to:
 - a. Make decisions about grant applications, now and in the future;
 - b. Conduct research on, and evaluation of, the Trust's work;
 - c. To comply with legal and regulatory requirements.

9. We do not explicitly request special categories personal information (such as race, ethnic origin, political belief, religion, or sexual orientation). However, we recognise that type of information may be disclosed in some circumstances. It is the responsibility of intermediary organisations to ensure that they possess valid informed consent, for the disclosure of this information.

Questions, comments, and complaints

10. If you have questions, comments, or complaints about how we collect, manage, or dispose of your data, you can speak to us. You will be listened to and respected. You can contact the chair of our trustees directly, by email to [chair at float dot scot](mailto:chair@float.scot).