

BENTHAM-MOXON TRUST GRANTS PRIVACY NOTICE

We are committed to protecting the privacy of your data. We wish to respect any personal data you share with us and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Please read this Privacy Notice carefully to understand our practices regarding your personal data and how we will collect, use and store personal data about grant applicants, grant holders, grant participants and grant beneficiaries. For these purposes grants includes bursaries and prize awards.

We may update this Notice from time to time without notice to you, so please check it regularly.

1. **Who we are**

The Bentham-Moxon Trust is a registered charity (305966) founded by a scheme of the Charity Commission for England and Wales in 1984.

When you provide your data to the Bentham-Moxon Trust, the data controller for the purpose of the Data Protection Act 2018 and General Data Protection Regulation will be the Bentham-Moxon Trust.

Our address is Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AE.

The Bentham-Moxon Trust website can be found at www.kew.org/about-our-organisation/our-people-and-departments/bentham-moxon-trust/ ("**the Website**").

2. **Why we collect information**

We collect information relating to grant applicants, grant holders, grant participants and grant beneficiaries, in connection with awarding and managing grants and monitoring, evaluating and learning about what we fund and the funding process.

3. **How we collect information**

We collect information about you:

3.1 *When you give it to us directly*

You may give us your personal data when you are considering applying for a Bentham Moxon grant, when you make a grant application, or when you are a Bentham Moxon grant holder or a participant or beneficiary on an awarded grant. When you give us information in this manner, we may collect and store this information.

3.2 *When you give it to us indirectly*

If you are a participant or beneficiary of a grant application or a grant award, your information may be shared with us by the grant applicant as part of the grant application and grant management process.

3.3 *When third parties give it to us*

If you are a grant applicant, grant holder, grant participant or grant beneficiary we may collect additional information about you relating to your grant from the line manager or Kew sponsor supporting the grant application, from grant reviewers and advisors and from external sources such as publications and citations.

4. **What personal data we hold and how we use it**

We will typically hold the following information about you:

- 4.1 your full name;
- 4.2 your employing institution;
- 4.3 nationality;
- 4.4 address, email address, telephone number(s);
- 4.5 details of proposal
- 4.6 CV information including education, training and career history and publications;
- 4.7 records of support from your line manager or Kew sponsor
- 4.8 records of your correspondence with us;

We will only process sensitive personal data (e.g. in relation to your health), with your explicit consent.

We will use your data to:

- 4.9 assess, process, award, administer and manage Bentham Moxon grants including to keep a record of your relationship with us;
- 4.10 monitor, evaluate and learn about what we fund and the funding process;
- 4.11 comply with applicable laws and regulations and requests from statutory agencies.

5. **Data sharing**

We do not sell or share your personal details with third parties for them to use for marketing purposes.

We may allow our staff, consultants and/or external providers acting on our behalf or working with us, to access and use your information for the grant related activities we have described. We only permit them to use it to deliver the relevant service, and we make sure your information is treated with the same level of care as if we were handling it directly.

We publish information about grants awarded on our website and other publicly accessible places and this may include information such as grant holder, grant

participant and beneficiary, application title, the summary of your proposal and the final report that you provide for publication.

6. **How we keep your data safe and who has access to it**

We are committed to ensuring that there are appropriate technical controls in place to protect your personal details.

Your information is only accessible by trained staff, trustees, volunteers and contractors.

We may need to pass your information to our service providers, agents and associated organisations, in order to complete tasks and support our grant administration processes.

We may need to disclose your personal information upon request to regulatory and government bodies, law enforcement agencies and suppliers we engage to process data on our behalf. We may also merge or partner with other organisations and in so doing, acquire or transfer information.

The information we collect from you may be transferred to, shared and/or otherwise processed at a destination outside the European Economic Area (“**EEA**”). If we do we will take reasonable steps to ensure that the recipient implements appropriate measures to protect your information. Unfortunately, the transmission of information via the internet is not completely secure.

We will not share your data in circumstances other than those set out in this Notice unless we have your explicit and informed consent.

7. **Corrections to your information**

Except in limited circumstances, you have the right to obtain details of the information that we hold about you. If you would like to do so please contact us using the details below.

We also want to make sure that your personal information is accurate and up to date. Please let us know if your details change. You may also ask us to correct or remove information which is inaccurate.

You can also request that we stop processing data about you for certain purposes at any time by contacting us using the details below.

If you are unhappy with the way in which we have handled your personal data please contact us using the details below.

8. **Your rights**

In certain circumstances you have a right to require us to stop processing your personal data in a particular way, or for your data to be erased from our database. If it is not necessary for the purpose you provided it to us for (e.g. grant related

purposes) or we do not otherwise require the data to be archived for future reference, we will do so.

The legal basis that we rely on for processing your data is either where:

- 8.1 you have provided your consent to us using your data in a certain way;
- 8.2 it is necessary for us to pursue our legitimate interests as a funder (and the interests of those we fund) in providing advice and support to those seeking Bentham Moxon funding, and providing and administering grant funding, in furtherance of our charitable purposes; or
- 8.3 it is necessary for compliance with a legal obligation to which we are subject.

You have a right to ask for a copy of the information we hold about you. If you want to access your information, please send a description of the information you want to see and proof of your identity by post to Secretary/Treasurer, Bentham-Moxon Trust whose contact details are below.

Please let us know if you have any queries or concerns about the way that your data is being processed by contacting us on the details below. You are also entitled to make a complaint to the Information Commissioner's office, and for further information see the Information Commissioner's guidance here <https://ico.org.uk/for-the-public/personal-information>.

9. **Data retention**

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected and in accordance with our Data Retention Policy.

10. **Contact**

Secretary/Treasurer, Bentham-Moxon Trust, Herbarium, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AE

11. **Changes to this Privacy Notice**

We keep our Privacy Notice under regular review. This Privacy Notice was last updated in December 2018.