

## Introduction

At William Leech Charity, we believe in transparency about the data we collect and how we use it. This document outlines the types of data we collect, why we collect it, and how it is used to support our charitable activities.

## Data we collect

**Personal Data:** When you interact with our website, we may collect personal information such as your name, email address, postal address, phone number, and application history. This data is typically collected when you register to apply or contact us for more information.

**Technical Data:** We collect information about your device, IP address, browser type, and usage patterns through cookies and similar technologies. This data helps us improve the functionality and security of our website.

## How we use your data

**Charitable activities:** Your personal data allows us to manage applications and communicate with you about your application or our charitable work.

**Communications:** Applicants may be contacted regarding their application, requests for additional information, reporting requirements, or other matters related to the administration of funding.

**Improving our services:** Technical data helps us understand how visitors interact with our website, enabling us to enhance user experience and ensure the security of our online platforms.

**Legal compliance:** We use your data to comply with legal obligations, such as financial record-keeping.

Personal data is processed on the basis of legitimate interests in administering funding applications and managing the charity's grant and loan programmes, as well as legal obligations relating to financial record-keeping.

## Data Sharing

We only share your personal data with third parties in limited circumstances:

**Service providers:** We work with trusted third-party providers to assist with website hosting, payment processing, and email communications. These providers are required to protect your data and use it only for the purposes we specify.

**Legal obligations:** We may disclose your data if required by law or in response to legal proceedings.

## Data retention

Information relating to applications may be retained for administrative, financial, and audit purposes for a limited period following a funding decision. Once no longer required, data will be securely deleted or anonymised.

## Your data rights

You have the right to access, correct, or delete your personal data, as well as to restrict or object to its processing. To exercise these rights, please contact us via the contact form at [williamleechcharity.org.uk](http://williamleechcharity.org.uk)

## Contact us

If there are any questions or concerns about data collection and usage practices, contact can be made via the website or by email at [enquiries@williamleechcharity.org.uk](mailto:enquiries@williamleechcharity.org.uk)