

Saïd Foundation Privacy and Confidentiality Statements for Grant Applicants and Grantees

These statements explain how we will treat the personal information (i.e. name, address or any other information that relates to individuals) you provide to us during the application process and throughout the life of the grant and all other information you provide during the application process.

If you are submitting the personal information of other individuals as part of the grant application process, please direct such individuals to this Privacy Statement so they can read how their personal information will be used.

We will use the personal information that you provide in accordance with the UK data protection rules set out in the General Data Protection Regulation and the Data Protection Act 2018.

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1. Purposes for which we use the personal information

When you submit personal information to us through the grant process (which includes the application, due diligence, grant agreement and reporting stages) we will use the personal information as follows:

- To process applications and administer grants, for the purposes of audit and evaluation and to monitor the fairness of and trends in application decisions, and for research and statistical purposes.
- We may publish details of successful grants and their outputs and outcomes, including your name, employing organisation, project title, a summary of the grant and its value

and a description of the activities undertaken (e.g. via the internet or other publications, some of which may be accessible from outside Europe).

- We may contact you about our activities and events, or to help inform or evaluate these activities and events, Said Foundation application processes and policy work.

Any information you choose to provide during the grant process relating to disability, ethnic origin, gender and age will be used only for equal opportunities evaluation and monitoring purposes.

2. Lawful basis

If you voluntarily choose to submit a grant application to us, we will rely on the legitimate interest condition to use any personal information included in the grant application. We have a legitimate interest in assessing any grant application made to us to consider whether or not to award a grant. We will consider any potential risks to you through our use of such personal information and will put in place safeguards to ensure as far as possible there is no intrusion into your privacy rights.

3. Requirement to provide certain personal information

In order for us to consider entering into a grant agreement with you, you must provide us with certain personal information (including the names, titles, contact details, qualifications, previous experience and other affiliations of people working for or involved in the governance of or otherwise closely associated with your organisation). If you choose not to provide this personal information to us, we will not be able to consider your application.

Our grant process may require you to provide certain personal information about artists, participants and any other people associated with the projects to be funded. This may include information about the individuals' disability, ethnic origin, gender, age or religion.

4. Sharing your personal information

We may disclose the personal information to individuals and organisations connected with or working on behalf of the Said Foundation, including funding partners, external committee members and advisers as part of processing applications and administering grants, for the purposes of audit and evaluation and to monitor the fairness of and trends in application decisions, and for research and statistical purposes.

We may also disclose the personal information for the purpose of independent audit, evaluation and assessment by selected third parties of activities funded by the grant and their outputs and outcomes. We also use third parties for IT services e.g. website hosts, cloud storage providers. Additionally, we may be required to disclose your personal data to regulatory authorities and our professional advisors.

We reserve the right to disclose your personal data to third parties:

- if we merge with another organisation to form a new entity, your personal information may be transferred to a new entity;
- in the event that we buy, sell or spin out any programme or assets, we will disclose your personal data to the prospective buyer, seller or new entity;
- if substantially all of our assets are acquired by a third party, personal data held by us may be one of the transferred assets;
- if we are under any legal or regulatory duty to do so; and/or
- to protect the rights, property or safety of Said Foundation, its personnel, users, visitors or others.

5. International Data Transfers

We may transfer your personal information to organisations based outside the UK or European Economic Area (EEA). Please note that certain countries outside of the UK or EEA have a lower standard of protection for personal information, including lower security protections. Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information (for instance, entering into the European Commission approved standard contractual clauses). If you have any questions about the transfer of your personal information, please contact us using the details below.

6. Storage of personal information

Where your application for a grant is unsuccessful we will usually only retain personal information connected with your grant application for three years after the decision is made.

Where your application for a grant is successful, we will retain the personal information connected with your grant application for the period of the grant and for three years after the grant period has expired.

7. Your rights

You have the right to ask us not to use your personal information for marketing purposes by indicating you wish to unsubscribe or by contacting us.

Whenever we are relying on your consent to use your personal information, you always have the right to withdraw your consent.

You have the following additional rights:

- Right to access personal information held about you;
- Right to object to how we use your personal information;
- Right to seek erasure of your personal information;
- Right to seek rectification of your personal information;
- Right to seek restriction of your personal information;
- Right to seek a porting of your personal information to you or to a third party in a structured, commonly used and machine-readable format.

Please note that not all of these rights are available to you in all circumstances. For instance, some are only available when we are relying on particular lawful bases or, alternatively, we may be able to rely on exemptions from complying with your rights.

If you wish to exercise any of these rights, you should send your request in writing to admin@saidfoundation.org.

If you have concerns about the way the Said Foundation collects, processes or stores your personal information then you have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>.

We do not carry out any automated decision-making which produces legal effects or otherwise similarly significantly affects individuals.

8. Amendments to these Privacy and Confidentiality Statements

We may amend these Statements from time to time and the most recent version is posted on our website at www.saidfoundation.org. If we make any material change in how we collect, use or share your personal information we will contact you where reasonably possible.

9. Queries

If you have any queries about the use of your personal information, please contact the Said Foundation Privacy Officer by email at admin@saidfoundation.org or by post at: 24 Queen Anne's Gate, London SW1H 9AA.

10. Confidentiality Statement

We will treat the information you supply during the application process ("**Confidential Information**") as confidential.

We will:

- Take reasonable care to keep the Confidential Information secret and secure;
- Use the Confidential Information only for the purposes set out in the Privacy Statement above; and

- Only disclose it to third parties under conditions of confidentiality and only as necessary to fulfil those purposes unless we are required to make disclosures due to legal obligations on us.

We will not be under any obligation to keep the Confidential Information confidential to the extent that the Confidential Information:

- Was already lawfully known to us at the date it was disclosed to us;
- Becomes public through no fault of ours;
- Is lawfully disclosed by a third party to us without any obligations of confidentiality being placed on us; or
- Is developed independently by our employees without reference to your information.

We will be entitled to disclose any Confidential Information to any court, administrative or regulatory body to the extent required by law but will endeavour to inform you of any required disclosure as soon as possible.

Although we put in place appropriate confidentiality provisions with our external advisers, consultants and contractors to whom we may disclose Confidential Information, we accept no liability for breaches of confidentiality by third parties.