

## **Lichfield Municipal Charities (“LMC”) Privacy Policy**

This privacy policy sets out how LMC uses and protects any information that you give LMC when you use this website.

LMC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

LMC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 4 March 2025

### **What we collect**

We may collect the following information:

- name
- address
- phone no
- contact information including email address
- grant applications and supporting documents

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information. If you would like us to delete any information we have, then you must let us know by writing to or emailing us.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you, please contact us by email [srjames@lichfieldmunicipal.org.uk](mailto:srjames@lichfieldmunicipal.org.uk).

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect. Please write to us at: PO BOX 8680, Burton on Trent, DE14 9QB or email [srjames@lichfieldmunicipal.org.uk](mailto:srjames@lichfieldmunicipal.org.uk).

### **Data Breaches**

We will report any unlawful data breach of this website's database or the database(s) of any of our third party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been disclosed.

### **Data Controller**

The data controller of this website is: S R James Esq whose contact address is: PO Box 8680, Burton on Trent, DE14 9QB

Next review March 2027