

## **DATA PRIVACY NOTICE**

### **Swiss Cultural Fund UK (SCFUK)**

#### **1. Personal data**

Personal data means any information relating to an individual person who can be identified from that data, such as name and contact details. Identification can be by that information alone or in association with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation ('the GDPR').

#### **2. Data controller**

SCFUK is the data controller. This means it decides how your personal data is processed and for what purposes. SCFUK, through its board of trustees, complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data. SCFUK takes these obligations seriously and does not use your personal data in any way you would not expect.

#### **3. Purposes for which SCFUK processes your personal data**

SCFUK processes personal data for the following purposes:-

- to comply with company and charity administration obligations;
- to conduct fundraising activities for the benefit of artists with a Swiss link and Swiss culture in the UK in general;
- to maintain its financial accounts and records, including the processing of Gift Aid donations;
- to manage cultural projects for which it offers support, and applications for such projects;
- to consolidate the standing of SCFUK in the UK; and
- to respond efficiently to enquiries about SCFUK activities, services and funding possibilities for artists and cultural projects.

#### **4. Lawful bases for processing your personal data**

SCFUK relies on at least one of the following 'lawful bases' for processing your personal data:

- Processing is necessary to comply with a legal obligation;
- Processing is necessary for the performance of a contract or agreement between you and SCFUK;
- Processing is necessary on the basis of the legitimate interests of SCFUK.

Briefly, these are:

- to achieve SCFUK's objectives as a charity (successfully promoting Swiss culture and Swiss artists in the UK; enhancing Swiss-UK intercultural dialogue and cooperation; providing financial assistance to cultural projects and artists);
- to enhance and consolidate the reputation of SCFUK as a respected Swiss cultural organisation on the UK cultural scene;
- to benefit individuals, such as artists with a Swiss link and persons submitting enquiries;
- to achieve wider benefits to society such as educating the UK public about Swiss culture.

## 5. Sharing personal data

Personal data is treated as strictly confidential and is only shared with others:

- to comply with a legal obligation (e.g. Companies House, Charity Commission, HM Revenue & Customs for Gift Aid donations, SCFUK Auditors); or
- for legitimate purposes connected with the business of SCFUK.

Apart from the above, SCFUK will only share your data with third parties with your consent.

## 6. Data retention periods

Data is kept by SCFUK only for as long as is necessary for the purpose it was collected or to comply with legal or regulatory obligations. The following data retention periods apply:

- SCFUK office-bearers and trustees: as long as necessary for legal compliance;
- Sponsors: 8 years after the last donation;
- Applicants for funding – successful: 8 years after completion of project;
- Applicants for funding – unsuccessful: 5 years after application;
- Patrons: 3 years after ceasing to be a patron;
- Persons submitting enquiries: 3 years after the enquiry.

## 7. Your rights and your personal data

Unless subject to an exception under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of the personal data which SCFUK holds about you (a 'subject access request');
- The right to request that SCFUK corrects any personal data if it is inaccurate or out of date;
- The right, where there is a dispute about the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to request that your personal data is erased if it is no longer necessary for SCFUK to retain it;
- The right to withdraw your consent to the processing at any time;
- The right to request that SCFUK provides you with your personal data and where possible, to transmit it directly to another data controller;
- The right to object to the processing of personal data;
- The right to file a complaint with the Information Commissioner's Office.

## 8. Further processing

If we wish to use your personal data for any purpose not covered by this Data Privacy Notice, then we will provide you with a new notice setting out the relevant purposes and processing conditions prior to doing so. Whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact details

In relation to all relevant rights and queries please contact the Company Secretary, Ms Elsbeth Baxter, at [swissculturalfund@eda.admin.ch](mailto:swissculturalfund@eda.admin.ch), tel. +44 (0)20 7616 6017.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email:

<https://ico.org.uk/global/contact-us/email/> or at:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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