

Data Protection Policy

Green Eco Grants Limited needs to collect and use personal data about people (data subjects) in order to carry on its business and meet the requirements of its service users.

We recognise that the lawful and correct treatment of personal data is very important to successful operations and to maintaining our clients', staff's and other users' confidence in us. Any personal data which we collect, record or use in any way, whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998.

We fully endorse and adhere to the eight principles of the Act. These principles state that personal data must be:

- **Fairly and lawfully processed**
- **Processed for specific and lawful purposes and not in any other way which would be incompatible with those purposes**
- **Adequate, relevant and not excessive**
- **Accurate and kept up to date**
- **Not kept for longer than is necessary**
- **Processed in line with the data subject's rights**
- **Kept secure**
- **Not transferred to a country which does not have adequate data protection laws**

Our purpose for holding personal data and a general description of the categories of people and organisations to which we may disclose it are listed in the Data Protection Register. Green Eco Grant's registration number is Z3372400.

You may inspect this or obtain a copy from the Information Commissioner's Office. We will not disclose your personal information to a third party unless we believe it is lawful to do so. We have a responsible marketing policy and will not pass on your details to anyone outside Green Eco Grants Limited for marketing purposes.

When we collect any personal data from you we will inform you why we are collecting your data and what we intend to use it for. Where we collect any sensitive data, we will take appropriate steps to ensure that we have explicit consent to hold, use and retain the information. Sensitive data is personal data about an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, and details of the commission or alleged commission of an offence.

Under the Data Protection Act, you may write to Green Eco Grants Limited to request a copy of the information, which we hold about you.

We reserve the right to charge the maximum fee payable under the Act for providing this information. Currently this fee is £10. We are unable to provide the details until the fee has been paid. If the details we

hold are incorrect you can ask us to amend them.

The contact details for requesting any information are:

- Matthew Sidnell, Operations Manager, Green Eco Grants Limited, Oxford House, Sixth Avenue, Robin Hood Airport, Doncaster, DN9 3GG | Email: matt@greenecogrants.org

Authorised By:-



Name: Mr. Stewart Loftus

Date: 03/06/2015