

## THE MAPLE TRUST

### Who we are

This is the privacy notice of The Maple Trust, registered as Scottish charity with number SC023230 whose registered office is c/o Brodies LLP, 15 Atholl Crescent, Edinburgh EH3 8HA (the "Trust").

### Types of personal information we collect

We may collect, use and store different types of personal information about you, which we have grouped together as follows:

Types of personal information	Description
<i>Identity data</i>	<i>ID information including your name, title and date of birth.</i>
<i>Contact data</i>	<i>Where you live and how to contact you, including your email address and telephone number.</i>
<i>Financial data</i>	<i>Your financial position, status and history, including bank details.</i>
<i>Communications data</i>	<i>What we learn about you from letters, emails and conversations between us.</i>

When submitting an application to the Trust please consider what personal information you include about other individuals. Please only provide us with personal information where you think it is necessary in order for the Trust to assess your application. Where possible, we suggest anonymising any references to other individuals, so that they cannot be identified.

### How we use your personal information

The table below explains how we use your personal information and the reasons that we rely on in doing so. Where these reasons include legitimate interests, we explain what these legitimate interests are.

What we use your information for	Our reasons	Our legitimate interests
<ul style="list-style-type: none"><li><i>To review, manage and administer applications for funding</i></li><li><i>To make and manage payments</i></li><li><i>To deal with enquiries that we receive</i></li><li><i>To collect and recover money that is owed to us</i></li></ul>	<ul style="list-style-type: none"><li><i>Contractual performance</i></li><li><i>Legitimate interests</i></li><li><i>Legal obligations</i></li></ul>	<ul style="list-style-type: none"><li><i>Being efficient about how we fulfil our legal and contractual duties</i></li><li><i>Complying with regulations that apply to us</i></li></ul>
<ul style="list-style-type: none"><li><i>To run the Trust in an efficient and proper way. This includes managing our financial position, business capability, planning, communications, corporate governance and audit</i></li></ul>	<ul style="list-style-type: none"><li><i>Legitimate interests</i></li><li><i>Legal obligations</i></li></ul>	<ul style="list-style-type: none"><li><i>Being efficient about how we fulfil our legal duties</i></li><li><i>Complying with regulations that apply to us</i></li></ul>
<ul style="list-style-type: none"><li><i>To exercise our rights set out in contracts and agreements</i></li></ul>	<ul style="list-style-type: none"><li><i>Contractual performance</i></li></ul>	

### **Where we collect your personal information from**

We may collect personal information about you (or your organisation) from the following sources:

- Data you give to us when you talk to us over the phone, email us or submit an application form for grant funding.
- Data we collect in relation to grants that we award and when you submit reports to the trust on the use of grant funding.

### **Who we share your information with**

We may share your personal information with our legal advisors, Brodies LLP. Brodies LLP are an independent data controller and will process personal data in accordance with their privacy notice which can be found here: <https://brodies.com/privacy-notice>.

### **How we use your information to make automated decisions**

You will not be subject to decisions that will significantly impact on you based solely on automated decision-making.

### **If you choose not to give your personal information**

Where we need to collect your personal information in order to meet our legal obligations or under the terms of a contract we have with you and you fail to provide that data when requested, it may delay or prevent us from being able to perform the contract we have entered into with you and/or comply with our own legal obligations. In some circumstances it may, for example, result in us being unable to process your application for grant funding.

### **How long we keep your personal information**

We will retain information for long is it is reasonably necessary to complete the grant making and reporting process.

### **Where we hold your personal information internationally**

We do not transfer your personal information outside the European Economic Area (EEA).

### **Your rights**

***Access to your information*** – You have the right to request a copy of the personal information about you that we hold.

***Correcting your information*** – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

***Deletion of your information*** – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest or pursuant to the legitimate interests of us or a third party then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Portability** – if we process personal information that you provide to us on the basis of consent or because it is necessary for the performance of a contract to which you are party, and in either case that processing is carried out by automated means, then you have the right to have that personal information transmitted to you in a machine readable format. Where technically feasible, you also have the right to have that personal information transmitted directly to another controller.

**Automated processing** – if we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

**Withdrawing consent using your information** – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

### **Changes to our privacy notice**

We keep this privacy notice under regular review and will place any updates on this website. Paper copies of the privacy notice may also be obtained from Brodies LLP by calling 0131 656 0022 or at [themapletrust@brodies.com](mailto:themapletrust@brodies.com).

This privacy notice was last updated on 1 May 2019.

### **Contact information and further advice**

For further information or advice, please contact Brodies LLP by calling 0131 656 0022 or at [themapletrust@brodies.com](mailto:themapletrust@brodies.com).

### **Complaints**

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office:

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

By phone: 0303 123 1113

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF