

# **Privacy Policy**

## **Introduction**

The Colt Foundation is committed to protecting your data and privacy in accordance with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

This Privacy Policy sets out details of the ways in which personal information that we collect may be used. This Privacy Policy relates only to personal data collected by the Colt Foundation via the Colt Foundation website or via emails or via letters addressed to the Colt Foundation. It does not apply to personal data provided to the Colt Foundation by any other means.

## **Use made of personal information**

Personal information provided to the Colt Foundation via the Foundation's website or via email or via letter will be only used for the purpose of assessing the scientific merits of project applications and student Fellowship applications, and to manage any grant that we award. It is not used for research and statistical analysis. We only collect basic personal data which includes name, address, telephone number and email address and we ensure we comply with all the protection these regulations afford to you.

All the personal data we collect is processed by our staff in the Colt Foundation office.

## **Disclosure of data to third parties**

The data provided will be disclosed to third parties solely for the purpose of assessing the scientific merits of project applications, to ensure we award grants effectively. We are not able to process an application without this personal information. Your data will not be disclosed to third parties for any other purpose.

Under the GDPR, The Colt Foundation processes personal data on the basis of legitimate interest in our grant or Fellowship programmes, and on the basis of a contract or agreement which the person has entered into.

Your information may, for the purposes set out in this Privacy Notice, be disclosed for processing to our employees, our Trustees, and our IT support services. We also publish the names of organisations that have received grants from us in our annual report and accounts, and on our website. This may include the amount of grant awarded, together with a link to the email address of the grant holder, but this does not include any other personal information held.

## **Use of Cookies**

Some of our web pages use cookies. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies we use are so-called "session cookies." They are automatically deleted after your visit. Other cookies remain in your device's memory until you delete them. These cookies make it possible to recognise your browser when you next visit the site.

You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie. Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website.

Cookies which are necessary to allow electronic communications or to provide certain functions you wish to use are stored in accordance with applicable laws. The Website Operator has a legitimate interest in the storage of cookies to ensure an optimised service provided free of technical errors. If other cookies (such as those used to analyse your surfing behaviour) are also stored, they will be treated separately in this privacy policy.

### **Updating and amending your personal information**

If, at any time, you wish to verify, update or amend the personal information you have provided to the Colt Foundation, you can do so online by sending an email to [jackie.douglas@coltgroup.com](mailto:jackie.douglas@coltgroup.com). Alternatively you can write to the Colt Foundation, 12 The Briars, Waterberry Drive, Waterlooville, Hampshire PO7 7YH. Verification, updating or amendment will take place within 40 days of receipt of your request.

### **Third party sites**

Our Privacy Policy does not apply to third party sites, which you may access from this website. We recommend you familiarise yourself with the applicable privacy policy before entering any personal information on a third party site.

### **Security**

We have implemented several security measures to ensure that your personal information is protected. Information you provide to us via the Colt Foundation site is protected using encryption whenever it is transmitted over the Internet. In addition, we use a firewall to prevent third parties from accessing your personal information and other physical measures to prevent registered users from accessing the personal information of other users.

We believe that we have appropriate policies, rules and technical measures to protect the personal data which we have under our control (having regard to the type and amount of that data), from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss.

All our of our employees and data processors who have access to, and are associated with, the processing of your personal information are obliged to respect the confidentiality of your information.

We ensure that your information will not be disclosed to government institutions or authorities except if required by law or when requested to by regulatory bodies or law enforcement organisations.

Please be aware that communications over the internet, such as emails/webmails are not secure unless they have been encrypted. Your communications may route through a number of countries before being delivered – this is the nature of the World Wide Web/Internet. We cannot

accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Under the General Data Protection Regulation (GDPR) 2018, you have a number of rights in relation to your personal information including:

- The right to access the personal information we have about you. Individuals can find out if we hold any personal information by making a 'subject access request' (SAR) under the GDPR
- The right to ask us to correct personal information that is wrong or incomplete
- The right to ask us to stop using or delete your personal information
- From 25 May 2018 you will have the right to receive any personal information we have on you including our purpose for processing your personal data, our retention period for that personal data, and who it will be shared with.

### **Visitors to our website**

When visiting our website, statistical analyses may be made of your surfing behaviour. This happens primarily using cookies and analytics. The analysis of your surfing behaviour by the Website Operator is anonymous, i.e. we will not be able to identify you from this data.

### **People who email us**

We monitor all emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Consent**

By providing your data to Colt Foundation, you give your consent to the collection, storage, processing and use of your personal information by us as described in this Privacy Policy.

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statement so other websites you visit.

### **How to contact us**

If you want to request information about our privacy policy you can email us at: [jackie.douglas@coltgroup.com](mailto:jackie.douglas@coltgroup.com) or write to:

The Colt Foundation  
12 The Briars  
Waterberry Drive  
Waterlooville  
Hampshire PO7 7YH