

CHK Foundation (Registered Charity 1050900)

Name of Policy	Privacy and Cookies Policy
Date Policy Written/Revised	Dec 2024
Monitored and enforced by	Governance Committee
Date for Review	Dec 2026

CHK Foundation (CHK) is an independent grant making registered charity in England and Wales (charity number 1050900). CHK makes grants to registered charities that are based in the UK.

CHK holds some Personal Data (ie information about people such as their names and email addresses) which is subject to the UK GDPR. The CHK Privacy Policy explains how CHK collects, uses, and shares Personal Data. In addition, as some Cookies (ie small text files that are placed on a computer by websites that are visited) collect personal information, the Privacy Policy also outlines how the CHK website uses cookies, albeit in a very minor, restricted way.

Information CHK Foundation collects

To allow CHK to operate as a grant making charity, CHK gathers background information on possible grantees. This background information includes details about the activities or services the charity provides, the geographical area in which it works, the beneficiaries it serves and the funders who support its work.

CHK holds this background information, along with basic identifying information such as the charity name, charity registration number, web address, main charity contact name, and the email address of the main contact on the CHK grant database.

In addition, to run operations, CHK interacts with other funders, service providers, regulatory bodies etc, and these interactions generate data including addresses, emails, contact telephone numbers etc.

CHK also directly requests some data from its trustees and staff as required for day-to-day communications and regulatory compliance.

Personal Data

Some of the data collected is Personal Data and is therefore subject to the UK GDPR. CHK may hold the following Personal Data for the person, or people, who represent a third party, such as a charity CHK may wish to fund, or a service provider;

Name

Email

Job Title

Work Landline/Mobile Telephone Number

This contact data is captured from emails or websites.

CHK holds the following Personal Data of trustees and staff;

Name

Mobile/Landline

Home address

Email address

Date of Birth

Next of kin /close relationships

CHK uses this data to maintain appropriate contact with the trustees/staff and for regulatory compliance purposes. The next of kin/close relationships data is used for the CHK Register of Interests.

How CHK holds Personal Data

Personal Data is processed by CHK staff who are based in the UK. Online storage facilities are used.

CHK is committed to storing data securely, and ensuring it is only accessible to CHK staff and trustees.

CHK does not share Personal Data with any other external organisations or individuals, **unless** express authority to do this is given by the Data Subject. This might be to facilitate an introduction between, for example, a new funder, or another charity working in the same geography or supporting beneficiaries with similar needs.

CHK does not share the Personal Data of trustees/staff with third parties unless for compliance purposes (such as the necessary disclosures to Companies House, the Charity Commission, the auditors), or in circumstances when the trustees/staff has agreed for their Personal Data to be shared (for example trustees email address may be shared with a grant recipient to arrange a visit).

How long CHK keeps records

CHK keeps electronic records on grants made, including the contact details of the charity representative(s) who accepted the grant. There is no policy to delete the grant records.

Some emails from grant recipients, service providers etc are archived and many of these will have some Personal Data, including email addresses, names, job titles and phone contact details. Other email correspondence, considered to be of no longer-term purpose, are deleted

Hardcopy correspondence received may be scanned for electronic storage, but the majority of unsolicited correspondence is shredded after review/necessary action.

Cookies

What are cookies

Cookies are small text files that are placed on a computer by websites that are visited. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. For example, cookies can make it easier to return to a site and make it more useful by remembering actions, like adding items to a shopping cart.

How CHK use cookies

The CHK website is built on WordPress, the free, open-source content management system (CMS) that allows users to build and host websites. By default, WordPress generates two core types of cookies: *session cookies* and *comment cookies*. Both are categorized by WordPress as “strictly necessary” as they are needed for WordPress websites to function properly. Session cookies and comment cookies do not require user consent, though they do collect personal information to work.

CHK has sought to turn off the ability for website visitors to leave comments as CHK does not wish to receive, monitor and respond to website visitor comments. Instead, an email address is given on the CHK website to allow website visitors to make contact with CHK should the website visitors wish to make a comment, raise a query etc. CHK therefore believes it has removed *comment cookies* from the CHK website

CHK understands that WordPress *session cookies* cannot be turned off because they are considered strictly necessary for the website to function. Session cookies are used to:

- Store user information after logging in
- Prevent users from having to log in repeatedly on the same site
- Session cookies expire when a user logs off or closes their browser, unless they select "Remember me" while logging in.

However, logins to the CHK website are only authorised to CHK staff for website management purposes, so consent for *session cookies* is not relevant.

Questions and complaints

Questions about CHK holds or uses Personal Data should be raised with the CHK Executive Director. If any person making an enquiry is not satisfied with the response about Personal Data or believe CHK is not complying with the law when using Personal Data, they can complain to the Information Commissioner's Office. Visit www.ico.org.uk