
PRIVACY POLICY LANDING PAGE

We're By and For Foundation (operating as Baobab Foundation), registered as a Community Benefit Society with the UK's Financial Conduct Authority with registration number 8862.

Protecting your personal data is very important to us. We'll always be transparent about how and why we collect it. How we use your personal data will depend on how we're interacting with you. Please click on the relevant section below to learn more.

[I'm a Prospective Member](#)

[I'm a Grant Applicant](#)

[I'm a Prospective Funder](#)

[I'm a Member](#)

[I'm a Grant Holder](#)

[I'm a Funder](#)

[I'm a Job Applicant](#)

[I'm an Event Attendee](#)

Click here to discover [who we share your personal data with.](#)

Click here to discover [where we store your personal data.](#)

Click here to discover [how long we keep your personal data.](#)

Click here to discover [your rights](#) under data protection law.

Click here to discover what [cookies](#) we use.

If you have any questions about how we use your personal data please get in touch by:

- **Email:** info@baobabfoundation.org.uk
- **Post:** 10 Queen Street Place, London, EC4R 1BE

When you apply to become a Member

- **We collect:** Your name, email address, organisation name (if applicable), website (if applicable), social media handle, image (optional), position or title, phone number, field or focus (which shows your interests and may allow us to infer information about you), region and organisation type.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interests in knowing who our Members are and being able to offer services to our Members.

When you contact us

- **We collect:** Your name, contact details, including your social media handle (if you contact us on social media) and query, if you contact us with a question or comment.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interest in properly responding to your query.

When you receive updates

- **We use:** Your name and email address you provided when you completed our Members form.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is consent because you've opted-in to receive our updates. You can unsubscribe from these communications at any time by responding to any email you receive from us or by emailing info@baobabfoundation.org.uk.

When you provide us with a testimonial

- **We collect:** Your name and testimonial. If you provide us with a testimonial we may publish this on our website, social media sites or otherwise use it for our internal business purposes. We will anonymise any publicly available testimonials unless we have your consent to identify you.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interest to promote our business. Where we identify you we rely on consent.

When you participate in a survey

- **We collect:** Your name and opinion. We may anonymise and aggregate this data to produce statistics. We will ask for your consent before we ask you if you would like to provide any special category data such as data revealing racial or ethnic origin, political options, religious or philosophical beliefs, or health.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for most survey questions will be our legitimate interests in improving or promoting our business. Where we collect special category data we will rely on consent as our lawful basis.

When you apply for a grant

- **We collect:** Your name, nationality, email address, telephone number, address (including your business address if applicable), identification documentation such as a passport or driving licence, letters of support, details of your proposal and, with your consent, special category data including information relating to date of birth, gender, ethnicity and race, and disability for diversity monitoring purposes.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for collecting non-special category data is for the performance of a contract or steps taken in connection with entering a contract to award and manage our grants. We rely on consent as our lawful basis when collecting special category data.

When you contact us

- **We collect:** Your name, contact details, including your social media handle (if you contact us on social media) and query, if you contact us with a question or comment.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interest in properly responding to your query.

When we manage your grant

- **We collect:** Your name and contact details to administer our grants system, including for responding to your questions and providing support.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for collecting this data is for the performance of a contract.

When we carry out reporting

- **We collect:** The details of your grant and application for evaluating and reporting purposes, including assessing the fairness of application decisions.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for collecting this data is our legitimate interests in improving the way we offer and administer grants.

When you apply to become a Funder

- **We collect:** Your name, contact details, company name and address, identification documentation such as a passport or driving licence and proof of funds.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is the performance of a contract or steps taken in connection with entering a contract to register you as a Funder.

When you contact us

- **We collect:** Your name, contact details, including your social media handle (if you contact us on social media) and query, if you contact us with a question or comment.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interest in properly responding to your query.

When we manage your grant

- **We collect:** Your name and contact details to administer our grants system, including for responding to your questions and providing support.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for collecting this data is for the performance of a contract.

When we carry out reporting

- **We collect:** The details of your funding application and funding for evaluating and reporting purposes, including assessing the fairness of application and funding decisions.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis for collecting this data is our legitimate interests in improving the way we offer and administer grants.

When you attend one of our events or a third-party event we also attend

- **We collect:** Your name, address, email address and phone number.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is our legitimate interests to promote our business and to know who is attending our events.

When you receive updates

- **We use:** Your name and email address provided when you signed up to attend an event or attended our event, and, when you are an individual and not a business, consented to marketing.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis where you are a business is our legitimate interests to promote our business. Our lawful basis when you are an individual is consent because you've opted-in to receive our updates. You can unsubscribe from these communications at any time by responding to any email you receive from us or by emailing info@baobabfoundation.org.uk.

When you apply for a job with us

- **We collect:** Your name, contact details recruitment information (e.g. right to work documentation and references), qualifications, accreditations and any additional information we may receive from our recruitment partners or that you might provide to us when applying or interviewing. We will also ask if you need us to make reasonable adjustments to make the application and interview process accessible, here you might disclose information relating to an impairment or health condition but we do not require you to do this if you do not wish to.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. We will use your personal information to assess your suitability for our available roles. We do this to perform our contract obligations or to take steps at your request, before entering into a contract.

Where we process your right to work documentation or information relating to an impairment or health condition, we will do so to comply with our legal obligations.

When you ask us to stay in contact

- **We collect:** Your name and contact details.
- **Our lawful basis:** Under data protection law, we need to tell you the lawful basis we use to process your personal data in this way. Our lawful basis is consent because you've asked us to keep your contact information so we can let you know about available job openings.

WHO WE SHARE YOUR PERSONAL DATA WITH

We may share your personal data with the following third parties:

- Business partners, group companies, suppliers and subcontractors for the performance of the contract we enter into with them or you.
- Our professional advisors such as our lawyers, banks, auditors or insurers.
- Law enforcement, government or regulatory bodies in accordance with applicable laws or regulations.
- With your consent, analytics and search engine providers to assist us with the improvement of our website.
- Prospective buyers of our business.
- Credit reference agencies to assess your credit where that is a condition of us entering into a contract with you or fraud protection organisations.
- External reviewers and advisors including committee members to review applications for grants.

WHERE WE STORE YOUR PERSONAL DATA

We store your data on both our servers which are based in the UK and third-party servers which are based in the US.

When working with third parties we may need to transfer your personal data outside of the UK and / or EU.

Whenever we transfer your personal information outside of the UK and the EU, we ensure it receives additional protection as required by law. To keep this policy as short and easy to understand as possible, we haven't set out the specific circumstances when each of these protection measures are used. You can contact us at info@baobabfoundation.org.uk for more detail on this.

HOW LONG WE KEEP YOUR PERSONAL DATA

We'll only keep your personal information for as long as we need it to fulfil the purpose for which it was collected, including for the purpose of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and any applicable legal requirements.

YOUR RIGHTS

You have various rights under applicable data protection law, including the right to:

- access your personal data;
- correct incomplete or inaccurate personal data we hold about you;
- erase the personal data we hold about you;
- restrict our handling of your personal data;
- transfer your personal data to a third party;
- object to how we are using your personal data; and
- withdraw your consent to us handling your personal data.

Please keep in mind that data protection law is complicated, and these rights won't always be available to you all of the time.

You also have the right to lodge a complaint with us or the ICO the supervisory authority for data protection issues in the UK. If you are based in the EU, you can find your relevant supervisory authority

https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm.

If you want to exercise any of these rights or have any questions, please contact us at info@baobabfoundation.org.uk.

COOKIES

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. We only place (and store) non-essential cookies if you provide your consent.

We use the following cookies:

- **Essential cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **Analytical or performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie	Purpose	Duration	First or Third Party
Google Analytics	This helps us understand how you use our website and to improve your experience. These cookies may track how long you spend on the website and the pages you visit.	The retention period will be between 90 days and 2 years depending on the type of cookie used.	Google Analytics
Squarespace	We use Squarespace to run our website. In addition to the essential cookies needed to run the website, these cookies may also (with your consent) collect information about websites you visited before visiting our website.	The retention period will be between 30 minutes and 2 years depending on the type of cookie used.	Squarespace

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.