

What you need to know about - Sharing Data

Who is this guidance document for:

- ❖ Applicants
- ❖ Grant Beneficiaries

Introduction

We want you to be confident that we look after the information you share with us. Our [Privacy Policy](#), which you can find on our website, sets out how we collect, use and store your personal information. This policy is kept under review and may change, so please revisit our website to keep up to date with how we look after your information

What is 'personal information' or 'personal data'?

Information that identifies or could identify a person such as a name, address, email address or telephone number. Visit the [ICO website](#) for more information.

When might the Veolia Environmental Trust share my personal information?

The personal information we ask you to provide as part of our application and grant-making process will mainly be used by Trust staff to support you on your funding journey. We will never sell or share information with any other organisation so they can contact you for marketing activities.

In some circumstances we may share your personal information for legitimate reasons. For example, we may be required to share your personal information with our regulator ENTRUST, so they can conduct an audit and ensure compliance with the Landfill Tax Regulations.

Please read our [Privacy Policy](#) for further details of who else we may share your details with and how we will protect your information.

What are my responsibilities as an Applicant / Grant Beneficiary?

If you share someone else's personal information with us, you need to let them know and give them a copy of the '**Sharing Personal Data**' statement (in the green box below) to ensure you comply with data protection laws in the UK

This may happen when you provide us with quotes from contractors/suppliers, letters of support from your community and copies of legal documents, such as a property lease. This list is not exhaustive and we recommend you review all documents, to check if they include *names, addresses, telephone numbers and email addresses*, before you share them with us.

Sharing Personal Data Statement *

"We are required to retain copies of all quotes, invoices and other correspondence (communications) we receive pursuant to the conditions of our funding arrangement. Such communications will be shared with the Veolia Environmental Trust and from time to time, may also be shared with HMRC and ENTRUST, who is the regulator of the Landfill Communities Fund appointed by HMRC. If you are operating as an individual or sole trader, some limited personal data may be contained within these communications. We will only use this personal data on the basis of considering whether to enter into a contract with you, to comply with our legal obligations under the [Landfill Tax Regulations 1996] and/or for the purpose of our legitimate interests in obtaining competitive quotes, keeping financial records and complying with the conditions of our funding arrangement. These communications may be retained in our business records and those of our funder, HMRC and ENTRUST indefinitely. For further information on how your personal data will be processed, please see [**insert a link to your organisation's privacy policy here**], our funder's privacy policy available here www.veoliatrust.org/privacy and ENTRUST's privacy policy available here www.entrust.org.uk/privacy. If you have any queries, please contact us here [**insert your organisation's website, email address and/or telephone number here**] or contact the Veolia Environmental Trust or ENTRUST via their respective websites."

* Template statement on Page 3 for you to print/email

How else can I help keep personal information secure?

- Only send us information we request.
- Ensure the information you provide is accurate and up-to-date.
- Send us information via your Veolia Environmental Trust user account.
- Do not provide us with personal information for individuals who are not listed as project contacts, where possible. In circumstances where you need to provide us with this information, ensure you provide the affected individuals with a copy of the statement above.
- If you need to change the contact details for your project, please contact us and we will talk you through the process.
- When sending us copies of quotes, correspondence, bank statements and other documents, please redact (cross-out) any personal information before sending.

If you have further questions about how we use your data, and the controls we have in place keep your personal information secure, please see our [Privacy Policy](#) or contact us for further information

Sharing Personal Data Statement

To:	<i>(The person whose details you are sharing)</i>
From:	<i>(Your name)</i>
On behalf of:	<i>(The name and address of your organisation)</i>
Date:	

The statement below relates to your personal data, which you included in communications to us, and which we need to share with our funder.

We are required to retain copies of all quotes, invoices and other correspondence (communications) we receive pursuant to the conditions of our funding arrangement. Such communications will be shared with the Veolia Environmental Trust and from time to time, may also be shared with HMRC and ENTRUST, who is the regulator of the Landfill Communities Fund appointed by HMRC. If you are operating as an individual or sole trader, some limited personal data may be contained within these communications. We will only use this personal data on the basis of considering whether to enter into a contract with you, to comply with our legal obligations under the [Landfill Tax Regulations 1996] and/or for the purpose of our legitimate interests in obtaining competitive quotes, keeping financial records and complying with the conditions of our funding arrangement. These communications may be retained in our business records and those of our funder, HMRC and ENTRUST indefinitely. For further information on how your personal data will be processed, please see ***[insert a link to your organisation's privacy policy here*]***, our funder's privacy policy available here www.veoliatrust.org/privacy and ENTRUST's privacy policy available here www.entrust.org.uk/privacy. If you have any queries, please contact us here ***[insert your organisation's website, telephone number or email address here**]*** or contact the Veolia Environmental Trust or ENTRUST via their respective websites.