

Privacy notice

About The Energy Saving Trust Foundation

The Energy Saving Trust Foundation ('the Foundation' or 'we') is a charity registered in England and Wales, charity number 1144106.

Our registered office is 223-231 Pentonville Road, London, N1 9NG.

We're a grant-making organisation that backs young people to take action on the climate emergency. The Foundation both controls and processes data, to enact these charitable objectives.

We treat any personal data you provide us in a careful and secure manner. We maintain appropriate technical and organisational measures to ensure your personal data is kept secure.

To contact our Data Protection Officer, please write to our registered office address, or email DataProtectionOfficer@est.org.uk.

When we collect information from you

When the Foundation collects information about you, your personal data will only be processed where there's a lawful basis for doing so. Most commonly, we process your information:

- When it's necessary to fulfil our own legitimate interest in assessing your application for a grant, awarding, and administering the grant funding where you've been successful, and monitoring progress of your project.
- When it's necessary to publicise grant funding (ie if you gave permission for your personal details to be used in any publicity).
- When it's necessary to fulfil our own legitimate interest in assessing your suitability for a role you've applied for in relation to a job vacancy.

- When it's necessary to comply with our legal obligations, for example with the Charity Commission.

What information we'll collect about you

We only collect information that's directly relevant to your relationship with the Foundation.

The personal data we may collect includes:

- Name
- Contact information
- Data of birth
- Payment or banking information
- Diversity data relating to aspects of your identity, background, and experiences (for example gender, age, ethnicity). It will always be optional to share this data with us.
- Any other information relevant for the purposes of assessing, monitoring, managing, or evaluating your application, awarding, and administering the grant funding, and monitoring progress of projects.

Why we ask for this information

We'll only ask for your information where we have a lawful basis for doing so. Most commonly, we'll process your information to:

- Administer your funding application, including requesting further information from you in relation to your application.
- Conduct due diligence on your organisation or project, through the review of prior applications received or previous grants from us to your organisation.
- Produce internal documentation for trustees for decision-making on applications.
- Produce internal documentation for trustees for the purposes of monitoring and evaluating projects.

- Make payments to successful applicants, as agreed in our grant partnership agreement (or contract).
- Obtain a reference about a particular organisation or individual.
- Talk with you about sharing details of your project/organisation with other relevant organisations/individuals.
- Communicate with you about relevant sector news that may further your charitable activities or objectives.
- Conduct diversity and equality monitoring and reporting as part of our commitment to equity, diversity, and inclusion.
- Sharing your information with the Charity Commission where we're obligated to do so.

From time to time, we may also use your data to conduct broader reviews of our funding within a sector, through the analysis of past applications and projects. These reviews will only ever be shared internally within the Foundation, or with appointed consultants of the Foundation.

In support of our charitable objectives, we publicise our funding activities on our website and on our social media channels and may ask you for photos and other materials for this purpose. When you provide photos or videos showing other people, we'll ask you to confirm that you have explicit permission from them to share those photos/videos with the Energy Saving Trust Foundation.

We don't engage in marketing activities directed at you, including profiling or producing mailing or circulation lists for the purposes of sending you marketing.

Where we collection information about you

The Foundation will most commonly collect your personal data directly from you through the course or your application and correspondence with us.

On occasion, we may also collect information about you that's publicly available such as your contact information, for the purposes of conducting due diligence checks on our grant applications.

Sharing information about you

We use third party providers to support the Foundation. For example, we may use third parties to support with assessing and evaluating our grant applications.

We never sell or rent your data to third parties.

How long we keep your information for

We keep your data in line with legislation and statutory guidelines relevant to your relationship with us.

All records are destroyed confidentially once their retention period has been met, and the Foundation has made the decision that the records are no longer required.

Your rights

Under data protection law, you have rights with regards to the personal data we hold and use about you:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

More information on your rights can be found in our [full privacy notice](#) .

If you have any questions or concerns about how we use your personal data, please contact our Data Protection Officer at DataProtectionOfficer@est.org.uk.



If you feel that we've not responded appropriately to any requests in relation to your rights, you have the right to complain to the [Information Commissioner's Office](#).

Cookies

Read our [cookie policy](#).