



Privacy Notice

1. About This Privacy Notice

This Privacy Notice explains how The Little Oasis Trust ("we", "us", "our") uses and protects your personal data.

We are a Charitable Incorporated Organisation (CIO) registered in England and Wales (charity number **1219030**)

We are committed to handling personal data sensitively, lawfully, and securely, in line with the UK General Data Protection Regulation (UK-GDPR) and the Data Protection Act 2018.

2. Who We Collect Data From

We may collect personal data from:

- Grant applicants and beneficiaries
- Donors and supporters
- Volunteers and trustees
- Individuals who contact us or use our website

3. What Personal Data We Collect

Depending on your interaction with us, we may collect:

- Name, address, email address, and telephone number
- Information about bereavement and family circumstances, if appropriate
- Bank or payment details (for grant payments or donations)
- Donation history and Gift Aid information

- Communication preferences
- Website usage information (where applicable)

Some of this information may be **special category data**, particularly information relating to bereavement, health, or emotional wellbeing.

4. How We Use Your Personal Data

We use personal data to:

- Assess and administer grant applications
- Provide grants for restorative breaks
- Communicate with applicants, beneficiaries, donors, and supporters
- Process donations and Gift Aid claims
- Meet legal, regulatory, safeguarding, and accounting requirements
- Manage and improve our services

5. Our Lawful Bases for Processing

We process personal data under the following lawful bases:

- **Consent** – for example, where you agree to receive updates or newsletters
- **Contract** – where processing is necessary to administer a grant or donation
- **Legal obligation** – where we are required to keep records or report to regulators
- **Legitimate interests** – where processing supports our charitable purposes
- **Substantial public interest** – where processing special category data is necessary for our charitable activities

6. How We Protect Your Data

We take appropriate measures to keep your personal data secure, including:

- Secure digital storage with access controls
- Restricted access for trustees and authorised volunteers only
- Secure handling of any paper records
- Regular review and deletion of data that is no longer needed

7. Sharing Your Data

We do not sell or rent personal data.

We may share data only where necessary, such as with:

- Payment providers (to make grant payments or process donations)
- Professional advisers (for example, accountants or auditors)

- Regulators or authorities where legally required

All third parties are required to protect your data appropriately.

8. How Long We Keep Your Data

We keep personal data only for as long as necessary for the purposes for which it was collected.

Typical retention periods include:

- Beneficiary personal details (family name, contact details etc): Indefinitely, unless you withdraw consent
- Beneficiary banking details: Will be deleted within 1 month of you receiving grant
- Financial and accounting records: 6 years
- Mailing lists: Until you withdraw consent

9. Your Rights

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

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (in certain circumstances)
- Restrict or object to processing
- Withdraw consent at any time
- Make a complaint to the Information Commissioner's Office (ICO)

To exercise your rights, please contact us using the details below.

10. Contact Details

The Little Oasis Trust

Email: info@littleoasistrust.org

11. Changes to This Notice

We may update this Privacy Notice from time to time. The most recent version will always be available on our website or upon request.

Last updated: Feb 2026