

Ford Britain Trust Privacy Policy

This Privacy Policy (the "**Policy**") describes how Ford Britain Trust ("**the Trust**", "**we**", "**our**" or "**us**") uses and discloses the information collected about you (your "**personal information**") when you submit an application for a grant to support community causes.

What personal information will we use?

We collect personal information when you fill in grant application forms. The application form enables you to provide personal information including:

- your name and contact information (such as your address, telephone number(s) and email address); and
- information about third parties you provide in your grant application.

Who we share your personal information with

Your personal information may also be disclosed to:

- Ford Motor Company Limited for the purpose of verification; and
- Our professional advisers and auditors

How we use your personal information

We use the personal information we collect to consider and process your grant application. We and Ford Motor Company Limited may also use information that does not contain personal information for publicity purposes on the Ford Motor Company Limited website and in Ford Motor Company internal communications.

We keep your personal information in identifiable form for as long as is reasonably necessary to fulfil the purposes for which we collected it and to comply with our legal obligations. This generally means holding your personal information for as long as one of the following apply:

- your personal information is reasonably required in order to consider and administer your grant application;
- your personal information is reasonably required in order to protect and defend our rights or property (this will generally be the length of the relevant legal limitation period); or
- we are otherwise required to keep your personal information by applicable laws or regulations.

What lawful grounds do we rely on when we use your personal information?

There are different lawful grounds that we rely on to use your personal information and we will collect and use your personal information in the following situations:

- where our use of your personal information is **necessary to perform a contract or to take steps that you request before entering into a contract**. These contracts could include the terms and conditions on which you submit your grant application.
- where our use of your personal information is **within our legitimate interests**; and
- where we believe it is necessary to use your personal information to **comply with a legal or regulatory obligation to which we are subject**.

Transferring your personal information internationally

Your personal information will be treated in accordance with UK law concerning data protection and may be transferred within the European Economic Area ("**EEA**"), including to the USA. When we transfer your personal information outside the EEA we will put in place appropriate safeguards in accordance with our legal obligations to ensure that your personal information is adequately protected. If you would like to know more about how the Trust protects your personal information when it is transferred outside the EEA, please contact us at the address below.

Your rights

You have the right as an individual to find out what information we hold about you and for what purposes, as well as to access that information and make corrections if necessary. You also have the right in some circumstances to object to our use of your personal information, to ask us to restrict or erase your personal information or to request that your personal information is provided to you in a commonly used electronic format so that you can share it with other organisations. If you have questions or concerns regarding the Trust's use of your personal information, or would like to access the information that we hold about you or exercise any of the other rights you have in relation to your personal information, please contact Ford Britain Trust, 15-02B D16-A, Ford Dunton Technical Centre, Laindon, Basildon, Essex, SS15 6EE or email fbtrust@ford.com

Updates to this Privacy Policy

We may amend this Policy from time to time. If we make substantial or material changes to the way in which we wish to use your personal information, we will communicate providing a prominent notice on this website or by contacting you directly.