

## **Privacy Policy**

The Enkalon Foundation website only retains data which can be used to process queries and applications and ensure that the website is up to date and the most accurate information regarding funding is available.

Data which may be collected:

- Email address should you sign up to be kept up to date with funding opportunities or Enkalon Foundation events.
- Email addresses for any questions, queries or feedback received. Emails will be retained following our data retention policy.
- Data submitted via our online application form. The application forms will be retained following our data storage and retention policy.

Users who contact Enkalon Foundation do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and securely stored until a time that it is no longer required as per our data storage and retention policy. Every effort has been made to ensure a safe and secure form for application submission but users submit the data on the applications at their own risk.

How we use the data:

- Data through queries, questions and feedback will be retained to improve the website and the online application process.
- To process an application for funding and ensure that the application meets all the criteria as laid out in the application checklist and guidelines.

The online application process is managed by Smart Survey who stores the data submitted for full and partial applications. The privacy policy for smart survey can be reviewed at <https://www.smartsurvey.co.uk/privacy-policy>.

Enkalon Foundation will never share or sell information gathered through the website, email accounts or by post. This information will only be stored in line with our data storage and retention policy and will meet the 2018 GDPR regulations.

## **External Links and Embedded Content**

Although this website only looks to include quality, safe and relevant external links users are advised to adopt a policy of caution before clicking any external we links or embedded content throughout the website. External links are clickable text/banner/image links which direct you to other websites eg: <https://www.smartsurvey.co.uk/privacy-policy>. Embedded content includes links to YouTube and Facebook. Enkalon Foundation cannot guarantee or verify the contents of any externally linked website or content despite best efforts. Users should therefore exercise caution.

## **Social Media Platforms**

Engagement and actions taken through external social media platforms connected with Enkalon Foundation are covered in the websites terms and conditions. Users are advised to use social media responsibly and with due care and caution. Enkalon Foundation will never ask for any information regarding an organisation, individual or application via social media. All communications of this nature will be carried out via email or telephone.