

## **Terms & Conditions**

Animal Behaviour Collective will hold personal information about you when you apply for a microgrant. We use this information to communicate with you regarding your microgrant application. This notice explains more about how we use your personal information.

### *What information we collect about you*

We collect information about you when you apply for a microgrant, to be able to contact you regarding your application and to prioritise your application. To this purpose, we will collect information about your contact details and your application.

### *How we use your information*

We collect information about you to ensure that we can communicate with you as a collective and to process your application. We may use your information in an anonymised form for equality and diversity monitoring purposes.

### *Information we may share with other organisations*

We will not share your information with any other entity.

### *How long we keep your information*

Your information will be kept for up to one year after your application has been processed. If you would like your information to be deleted immediately, please inform the Collective.

### *Accessing your information and other rights*

You have a number of rights relating to your personal information. These include:

Access: You have the right to request a copy of any personal information we hold about you. If you would like a copy of any of your information please contact us at [animalbehaviourcollective@gmail.com](mailto:animalbehaviourcollective@gmail.com)

Correction: If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

Erasure: This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for ABC to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

Restriction: You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

#### *How to object or withdraw consent*

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. To do so, please contact [animalbehaviourcollective@gmail.com](mailto:animalbehaviourcollective@gmail.com)

#### *How to contact us*

For any queries please contact [animalbehaviourcollective@gmail.com](mailto:animalbehaviourcollective@gmail.com)

#### *How to complain*

If you feel that we have let you down in relation to your information rights then please contact us on [animalbehaviourcollective@gmail.com](mailto:animalbehaviourcollective@gmail.com)