

## **Mailing List Privacy Policy**

### Who we are

The Bloomberg Initiative Grants Program is an important component of the Bloomberg Initiative to Reduce Tobacco Use. With funds from Michael R. Bloomberg, through his charitable foundation Bloomberg Philanthropies, the Grants Program is competitive and supports projects to develop and deliver high-impact evidence-based tobacco control interventions.

### Purpose of collecting and processing personal information

The Grants Program is jointly managed by 'Campaign for Tobacco-Free Kids' and 'The International Union Against Tuberculosis and Lung Disease'; these two organizations are the "data controllers". The personal information we collect is intended solely for use by these two organizations in collaboration with Bloomberg Philanthropies in managing the Grants Program ("the service"). All information held by us is secured in our website which can only be accessed by the representatives from each organization who are required to deliver this service. Your information may be downloaded to devices held by these organizations and stored on the respective organizations' secure servers.

### Types of data we collect

As part of the registration process for our mailing list, we collect your name, organization, email address, and country. The only information we store is what you provide to us through our online form. We only use that information to tell you about upcoming Grant Rounds or related news about the Grants Program. We don't rent or trade email lists with other organizations and businesses outside of the Bloomberg Initiative partners (listed here: <https://tobaccocontrolgrants.org/BI-Partners>).

### Third Parties

We do not share your information with anyone outside of the Bloomberg Initiative partners (listed here: <https://tobaccocontrolgrants.org/BI-Partners> ) excluding those required to support this service, such as the host company of the tobaccocontrolgrants.org website, and exceptions as may be required by law or regulation. You will not be contacted by these partners for any reasons other than those listed above.

### Cookies

We may automatically collect technical information about you and your visit when you visit our website through cookies.

### Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our Bloomberg Initiative Grants Program Administrator at [info@tobaccocontrolgrants.org](mailto:info@tobaccocontrolgrants.org)

### Retention of your personal information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements.

Once we no longer require your personal information for the purposes we collected it for, we will securely destroy your personal information in accordance with applicable laws and regulations.

#### Changes to this Privacy Notice

This Privacy Policy will be reviewed on an annual basis and in accordance with new legislation. We last reviewed the Privacy Policy on 3<sup>rd</sup> May 2019.

### **Grant application form privacy policy**

#### Who we are

The Bloomberg Initiative Grants Program is an important component of the Bloomberg Initiative to Reduce Tobacco Use. With funds from Michael R. Bloomberg, through his charitable foundation Bloomberg Philanthropies, the Grants Program is competitive and supports projects to develop and deliver high-impact evidence-based tobacco control interventions.

#### Purpose of collecting and processing personal information

The Grants Program is jointly managed by ‘Campaign for Tobacco-Free Kids’ and ‘The International Union Against Tuberculosis and Lung Disease’, the “data controllers”. The personal information we collect during the application process is intended solely for use by these two organizations in collaboration with Bloomberg Philanthropies in managing the Grants Program (“the service”). All information held by us is secured in an online database which can only be accessed by staff who manage the Grants Program directly. Your information may be downloaded to devices held by these organizations and stored on the respective organizations’ secure servers.

#### Types of data we collect

As part of the application process for the Grants Round, we collect a range of information we use to assess your application and to contact you if we require more information. The only information we store is what you provide to us through our online form and/or through correspondence between you and us. This information can only be accessed by the organizations listed above who manage the Grants Program.

We hold and make use of your data in order to administer applications and any grants we may award. We need to collect and hold this data to conduct our due diligence and to make reasonable assessments when awarding grants and to implement grants in accordance with their terms over the life of any grant. We use this information to manage and communicate with you about the Grants Program.

We do not rent or trade your information with other organizations and businesses outside of the Bloomberg Initiative partners (listed here: <https://tobaccocontrolgrants.org/BI-Partners> ). During the application process your application and information related to you and your organization is treated in strict confidence and will not be shared with other applicants.

If your grant application is successful, you will receive regular email correspondence from us about your project. At the point you sign a Grant Agreement, but no earlier, your information will be subject to the following clauses:

The Grantee grants to [*the organization in charge of your grant’s management*] and its agent(s) a non-exclusive, royalty-free license in perpetuity, to reproduce, exhibit and

communicate to the public all text, published and unpublished, in print, in graphics, and in digital documents resulting from works that were developed by the Grantee as part of this Agreement.

The Grantee authorizes [*the organization in charge of your grant's management*] to publish its name and address, the purpose of the grant and the maximum amount of the grant. Exemption from publication of this information may be granted if it could endanger the Grantee or harm its interests.

If your grant application is unsuccessful, you may continue to hear from us on occasion with important announcements related to the Grants Program. You can opt out of this communication at any time by emailing our Bloomberg Initiative Grants Program Administrator at [info@tobaccocontrolgrants.org](mailto:info@tobaccocontrolgrants.org)

### Third Parties

We do not share your information with anyone outside of the Bloomberg Initiative partners (listed here: <https://tobaccocontrolgrants.org/BI-Partners> ) excluding those required to support the delivery of this service, such as the host company of the tobaccocontrolgrants.org website, and except as may be required by law or regulation. By applying to the Grants Program, you agree that you may be contacted by these partners.

If your grant application is successful, we may also be required to share information about you, your organisation and your project with third parties such as government organisations as may be required by law or regulation in order to provide your organisation with grant funding.

### Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our Bloomberg Initiative Grants Program Administrator at [info@tobaccocontrolgrants.org](mailto:info@tobaccocontrolgrants.org)

### Retention of your personal information

We will only retain your personal information for as long as necessary to fulfil the purposes of administering the Grants Program, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements. We may continue to hold your personal information beyond any final grant payment date to inform future grant applications and to enable us to review the impact of our grant-making activities. As a grant-making initiative, holding this data to make and implement grants is in our legitimate interests and this is our legal basis for processing your information.

Once we no longer require your personal information we will securely destroy your personal information in accordance with applicable laws and regulations.

### Changes to this Privacy Notice

This Privacy Policy will be reviewed on an annual basis and in accordance with new legislation. We last reviewed the Privacy Policy on 3<sup>rd</sup> May 2019.