

# *St Marylebone Educational Foundation*

## **Privacy Notice: Grant Applicants and Grant Beneficiaries**

At the St Marylebone Educational Foundation, we respect your privacy and we protect your personal information. This privacy notice tells you about how we look after your personal information when a grant application is made by you or on your behalf.

### **1. Important information and who we are**

We are the St Marylebone Educational Foundation, (the Foundation) a charity registered with the Charities Commission, charity registration number 312378. We are a charitable trust and so the Trustees and Clerk to the Trustees of the Foundation control and are responsible for your personal information. Our address is 12 Melcombe Place, Marylebone, London NW1 6JJ.

If you have any questions about this policy, you can contact us by emailing [stmaryedf@gmail.com](mailto:stmaryedf@gmail.com). You will also find further information about your personal information rights at the Information Commissioner's Office website: <https://ico.org.uk/>.

This version of our privacy policy was last updated on 19<sup>th</sup> November 2018.

### **2. The basis for processing your data**

The Foundation processes your data under the following lawful bases.

Article 6 of the GDPR

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Article 9 of the GDPR

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

The Foundation processes your data using these bases in the following manner.

Article 6(b) The Foundation is unable to award a grant to an individual unless that individual agrees to the process and the contract for the grant provision.

Article 6(f) Assessing the eligibility of an individual to receive a grant towards their education is a legitimate interest of both the Foundation in pursuing its Charitable Purposes as laid out in the Governing Document and the individual enabling their receipt of funding.

Article 9(d) provides us with a lawful basis to use special category personal data where it is necessary for us to do so for the Foundation's aims. If, however, we propose to share that information with a third party then we must seek your consent to do so. This will be done on a case by case basis as required. For the avoidance of doubt, we do not generally rely upon your consent to use your personal data.

### 3. The data we collect about you

Personal data, or personal information, means any information about you from which you can be identified.

When you apply directly to us, (or when an organisation submits an application to us on your behalf) we ask for certain personal information about you so that we can work out whether or not we can provide grant funding to you.

If your application is successful, we use your information, to administer your grant and to record and monitor the benefits that our charity is able to provide to you. We also keep records relating to unsuccessful applications.

This is the type of information we might collect from you:

<b>Contact Data</b>	name, address, email address, telephone number.
<b>Other Relevant Data</b>	date of birth, reasons for the application, financial situation.
<b>Communications Data</b>	emails, notes and records of conversations.
<b>Sensitive Data (if you would like to give us this)</b>	information about your health and well-being, racial or ethnic background and information about criminal convictions or offences.
<b>School Performance and Attendance reports</b>	information about what grades are being achieved at school, percentage of attendance at school, awards and other achievements.
<b>Information from 3<sup>rd</sup> Parties</b>	information from health professionals and education professionals to assist your application and whilst the award is current.

As regards any Sensitive Data, we will only collect this from you or the organisation applying on your behalf if the information is necessary to support your application. You can ask us to stop processing your Sensitive Data by contacting us at any time.

#### **If you don't provide personal information**

We may not be able to review or properly process your application if you don't want us to have certain personal information.

### 4. Disclosures of your personal information

At some point, we might need to show your personal information to other educational grant giving charities or schools who are interested in working with the Foundation to pursue its charitable objectives and may increase the possibility that the Foundation may award a grant. For example, this may be for the purposes of seeking supplementary funding for your application from these organisations or for gaining further evidence about your application to enable the Foundation to assess your eligibility for a grant.

We require anyone who has your personal information to keep it securely. They are not allowed to do anything with your information unless we tell them they can.

#### **5. How long will you use my personal information for?**

Once the individual applying for the grant (whether or not one was awarded) ceases full time education or reaches their 25<sup>th</sup> birthday (whichever is sooner) all personal information will be securely destroyed.

#### **6. Your legal rights**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns about data protection before you approach the ICO so please contact us first.

#### **You also have the right in certain circumstances to ask us:**

- to give you a copy of all your personal information
- to correct or delete your personal information
- to object to or restrict the processing of your personal information
- to ask us to give your personal information to someone else.