



Supporting young people in Harpenden and Wheathampstead since 1722

Privacy Statement

Preservation of the privacy of our applicants and their parents is important to the James Marshall Foundation CIO and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

Information about our applicants and their parents (voluntarily provided)

We ask you to provide personal information in order to determine whether the applicant is eligible to be considered for a grant for educational or career-related purposes under the constitution of the James Marshall Foundation CIO. The information is provided on a standard application form that we request from all applicants.

This information may include for the applicant:

- Name
- Address
- School
- Contact details (phone number/email)
- Financial information
- Signature

For the parent(s)/guardian(s):

- Names
- Address(es)
- Contact details (phone number/email)
- Number of dependent children
- Financial information and supporting documentation
- Signature

We may also request additional non-personal information by letter, email or in a phone call which can be provided in written format or verbally.

We may keep a record of any conversations and payment transactions relating to grants that are awarded.

Our use of personal information

We process personal information on the lawful basis of your legitimate interests. You have provided such data so that the James Marshall Foundation CIO can consider whether a grant for educational or career-related purposes should be awarded to an applicant.

We expressly ask applicants/parents to provide their consent to the processing of their personal information.

We may use your email address or phone number to contact you if there is a query with your application or a payment in respect of a grant already awarded.

We may also contact you to remind you if we anticipate that you are likely to want to make a future application.

Should a grant be awarded, the applicant or their parent(s) will be advised by letter. In that letter we shall explain how the payment of that grant may be made. This includes:

- Provision of a voucher for Stevensons, for items of uniform to be purchased
- Payment directly to the school for a school activity eg residential trip
- Payment to a University/College/landlord for course fees/accommodation
- Payment to a supplier where the goods are sent directly to the applicant's address eg computer
- Payment to parent(s)/applicant on production of a receipt for the item/activity

Some grants may require sharing of your personal information in order to make an appropriate payment.

Security

We will take all reasonable precautions to prevent the loss, misuse or alteration of the personal information that you give us. Computers are password protected and backed up. Paper files are held in locked cupboards in a secure office.

Data retention

We hold personal data on applicants for up to 6 years after which it is securely disposed of.

Anonymous information

We may anonymise the personal information that you give us for statistical purposes about the grants that have been awarded. For example, to collate the magnitude of grants that have been made to certain locations or age groups of applicants across various categories of grant.

Rights

If you object to having your information processed please contact us at office@jamesmarshallfoundation.co.uk or by telephone on 01582 760735.

If you would like us to correct or update any information, or if you would like any information deleted from our records please contact us as above.

Individuals have a right to complain to the Information Commissioners Office (ICO) if they believe there is a problem in the way that data is being handled.

This privacy notice may be updated from time to time, so please check it periodically. The up to date version of the Privacy Statement is available on the James Marshall Foundation CIO website www.jamesmarshallfoundation.co.uk.