



Supporting young people for education and career development opportunities

## Privacy Statement

Preservation of the privacy of our applicants and their parents/guardians is fundamental 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.

We respect and value your privacy and collect, hold, use or share your personal data in ways that are described here, and in a way that is consistent with our obligations and your legal rights.

### **Information about our applicants and their parents/guardians (voluntarily provided)**

Personal data is any information relating to an identifiable person who can be directly or indirectly identified. We may start to collect personal data when you contact us via our website, by phone or by email. We will 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. It may also be provided by phone/email.

This information may include for the applicant: Name, date of birth, address, school, contact details (phone number/email), financial information and bank account details.

For the parent(s)/guardian(s) if applicable: Names, address(es), contact details (phone number/email), number of dependent children, financial information and supporting documentation, bank account details.

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.

### **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/guardians during the application process to provide their consent to the processing of their personal information (together with confirming that you have the consent of any other person whose information you supply).

We may use your email address or phone number to contact you:-

- if there is a query with your application
- if there is a query about a grant award or payment
- to understand more about the impact of our grants
- to share information about the Foundation
- to remind you if we anticipate you may wish to make a further application.

Should a grant be awarded, the applicant or their parent(s)/guardians will be advised, usually 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 Ltd or Beat School Uniforms Ltd for items of uniform to be purchased
- Payment directly to the school for a school activity eg residential trip
- Payment to a supplier where the goods are provided directly to the applicant eg we have outsourced the supply of laptop computers to Harpenden Computer Services
- Payment to parent(s)/guardian/applicant on production of a receipt for the item/activity dated after the grant award

Some grants may require sharing of your personal information with the educational establishment/supplier in order that you can receive the item that you have requested under the grant awarded.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of data protection legislation and your legal rights.

If we merge any or all of our organisation or assets, your personal data may be transferred to another charity. The new owner of our charity may continue to use your personal data in the same way(s) that we have used it as specified in this Privacy Notice.

### **Data retention and security**

We will store or transfer your personal data in a secure way and this will include our own internal computer systems within the UK. Data stored in the UK is stored in accordance with UK Data Protection legislation. We do not keep personal records any longer than necessary as far as reasonably practical. Factors affecting retention periods include legal requirements, historical value, industry standards and archival needs.

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 a locked office. Certain records may be required to be retained for longer.

JMF may transfer personal data to countries outside the United Kingdom. For example, JMF uses cloud storage services such as Dropbox, which may store data on servers located in the United States or other jurisdictions. Where JMF does so, it ensures that appropriate safeguards are in place to protect the personal data. This includes relying on:

- Standard Contractual Clauses (SCCs) approved by the UK Information Commissioner's Office (ICO), or
- The UK Extension to the EU-US Data Privacy Framework, where applicable.

Dropbox's privacy practices are described at: <https://www.dropbox.com/privacy>

## **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 data and provide statistics regarding the magnitude of grants that have been made to certain age groups of applicants across various categories of grant.

## **Rights**

If you object to having your information processed or wish to discuss any aspect of data protection, please contact us at [office@jamesmarshallfoundation.co.uk](mailto: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. Details are at [www.ico.org.uk](http://www.ico.org.uk).

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](http://www.jamesmarshallfoundation.co.uk).

**May 2025**