

Privacy Statement for Individual Grant Applicants

This notice explains what personal data (information) the ALLAN & NESTA FERGUSON CHARITABLE TRUST (the 'Trust') will hold about you, how we collect it, and how we will use and we may share information about you during the application process.

The Trust is required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The Trust is a 'data controller' and gathers and uses certain information about you.

About the information we collect and hold

The table set out in the Schedule below summarises the information we collect and hold, up to and including the grant application process, how and why we do so, how we use it and with whom it may be shared.

The Trust seeks to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our solicitors, Stanley Tee LLP and third party agencies, service providers, representatives and agents.

How long we keep your information

The Trust keeps the personal information that we obtain about you during the grant application process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, the nature of the information concerned and the purposes for which it is processed.

We will keep information for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination after which they will be destroyed. If there is a clear business reason for keeping records for longer, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the information that is necessary in relation to your grant application.

Your rights to correct and access your information and to ask for it to be erased

Please contact Letty Glaister who can be contacted *by email on letitia.glaister@teeslaw.com or by phone on 01763 295850* if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask *Letty Glaister* for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances Letty Glaister will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that *Letty Glaister* can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, phone numbers, email address)	From you	Legitimate interest: to carry out a fair application process Legitimate interest: to progress your application, arrange interviews (if appropriate) and inform you of the outcome at all stages	To enable the relevant Trust representative to contact you to progress your application and inform you of the outcome To inform the relevant Trust representative of your application
Details of your qualifications, experience, if appropriate, the University you are currently studying at and course details, employment history and interests, if applicable the details of your gap year	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair application process	To make an informed decision
Details of your referees (if applicable)	From your completed application form	Legitimate interest: to carry out a fair application process	To carry out the application process To comply with any legal/regulatory obligations Information shared with relevant Trust representative.