

Privacy Notice

Carlisle Educational Charity Committee

This Privacy Notice explains what happens to the personal information that we collect from you when you apply for funding from the Carlisle Educational Charity. We may update this policy from time to time so please check this page occasionally to ensure that you are aware of any changes. Please take time to read this Privacy Notice carefully so you understand how we treat and use your personal information.

Who are we?

We are Carlisle Educational Charity, registered with the Charity Commission under charity number 509357.

What information do we collect from you?

- Your full name
- Your Date of Birth
- Your contact email address
- Your contact telephone number
- Course details
- Household income
- Details of other educational grants received

How will your information be held?

Once collected, we hold your information on our database, which is held on our own secure systems within the United Kingdom.

How will your information be used?

Data processed by us is processed because of our legitimate interest of ensuring that the grants awarded are done so in accordance with the Charity's criteria allocating its funds.

The information you provide on the application form will be used to assess your eligibility to receive a grant from the Educational Charity and to communicate to you the outcome of your grant application. We may also from time to time use information on our database to analyse the award of grants for management and research purposes.

Your rights are:

- To be informed
- To access your personal information
- To have inaccurate personal information rectified
- To have personal information erased
- To restrict processing of your personal information
- To obtain and reuse your personal information for your own purpose
- To object to the processing of your personal information
- To not be subject to decisions based solely on automated means, including profiling

Who has access to your information?

The information you provide will be shared with the Trustees, the Honorary Clerk and the Honorary Treasurer of the Charity. We will not disclose your information to a third party.

How long we will keep your information?**If your application is successful**

We will retain some of the personal information you have provided (name, date of birth, age) until you have exceeded the maximum age for receiving a grant (25 years old).

We will hold that information for this length of time because the charity has limited resources and allocates grants based on the level of household income. New applicants are also given priority over those who have previously received a grant and we will record in our database the number of successful applications and amounts of grants awarded.

If your application is not successful

Your personal information will be removed from our database.

If you have previously successfully applied for a grant, then your personal information will be retained until you have exceeded the maximum age for receiving a grant (25 years old).

Your personal information will only be processed to the extent that it is necessary for the specific purposes we tell you about.

Access to your information and correction

If you wish to see any information that we hold about you, if you want to update or correct any personal information that we hold about you, or if you have any queries regarding personal data that we hold about you, please contact us:

- Rachel.Plant@cumberland.gov.uk
- The Honorary Clerk, Carlisle Educational Charity Committee, Civic Centre, Carlisle, CA3 8QG

Should you be unhappy with the way Carlisle Educational Charity Committee has handled your personal information, we encourage you to let us know so that we can look into this for you and provide a response.

Should you then wish to lodge a complaint with ICO you can contact them at:

Website: <https://ico.org.uk/>

Address: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: Casework@ico.org.uk

Telephone: 0303 123 1113