

## Data Privacy Notice for Grant Applicants

### Introduction

The Peter Seaman Charity and The Great Hospital are joint data-controllers for The Peter Seaman Charity (we”, “us”, “our”). This means that we are responsible for deciding how personal information about you is held and used. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations under data protection legislation including the General Data Protection Regulation (GDPR). The purpose of this privacy notice is to make all grant applicants aware of how and why we collect and use their personal information, both during and after a grant application process. It will be relevant to those applying for a grant with the Sir Peter Seaman Charity (which The Great Hospital administer on behalf of the charity) and makes applicants aware of how their personal data will be used, namely for the purposes of the grant assessment exercise, and how long it will usually be retained for. It provides applicants with certain information that must be provided under data protection legislation including GDPR.

### Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely

### What information do we collect?

We collect a range of information about you / the person the grant application relates to. This includes:

- name, address and contact details, including email address and telephone number
- age and date of birth
- certain information relating to the grant, such as why you are requesting a grant, the grant amount and who / where to pay the grant should the application be successful; and
- country of residence and tax number in the cases where the grant is not paid to a third party

We collect this information in a variety of ways. For example, data might be contained in grant application forms or other supporting documents or collected through personal communication with you or other forms of assessment.

We may also collect personal data about you from third parties, such as schools, colleges or professional support bodies.

Data will be stored in a range of different places, including on your grant application record and in management systems and on other IT systems (including email).

## **Why do we process personal data?**

We need to process data to take steps at your request as part of the grant assessment procedure. If you are a successful applicant, we will also need to process your data to award you the grant that you have applied for.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to carry out due diligence to determine the tax residence of the person(s) applying for the grant.

We hold a legitimate interest in processing personal data during the grant assessment process and for keeping records of the process. Processing data from grant applicants allows us to manage the grant process, assess and confirm an applicant's suitability for a grant / decide who to award grants to.

We will not use your data for any purpose other than the grant assessment and award process for which you have applied.

## **Who has access to data?**

Your information will be shared between the Sir Peter Seaman Charity and the Great Hospital as joint data controllers for the purposes of the grant assessment. This includes members of the Trustee Board, the CEO of the Great Hospital and the Administrator of the Sir Peter Seaman Charity.

We will not share your data with third parties, other than professional support bodies and educational bodies where appropriate to do so.

We will not transfer your data outside the European Economic Area.

## **How do we protect data?**

We take the security of your data seriously. We have internal policies and controls in place to try and help ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the appropriate individuals in the proper performance of their duties.

## **For how long do we keep data?**

Please be aware that for our charity legal reporting obligations we are required to retain details of all grant applications made. Please contact us for further details of our retention policies.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact [enquiries@greathospital.org](mailto:enquiries@greathospital.org)

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us during the grant application process. However, if you do not provide the information, we may not be able to process your grant request.