



Privacy Notice – Applying for Funding

Introduction

If you apply for funding from us, we will need personal data from you so we can assess whether you are eligible for funding.

What personal data will you need?

We ask for financial data, namely:

- A breakdown on income and expenditure, corroborated by bank statements,
- Debt information
- Bills

We ask for information about your household, namely:

- Exact home address
- Names and ages of people living in the household

We ask for information about your circumstance, namely:

- Information on why funding support is needed

Please note, we use

- the bank statements to cross-check the debt, billing and financial data you provide;
- previous applications from beneficiaries to check information that may impact on decision making, and
- automated postcode look-ups to check whether you are a resident of Bath and North East Somerset,

Note: we do not request or require health data; if disclosed to us, it would be a self-disclosure by you.

Why do we require this information?

It helps us decide whether you are eligible for funding and confirm if we believe our funding is in your best interests.

On what basis do you process my data?

We process your personal data on the legitimate interest condition – i.e. because we believe the personal data is necessary to enable us to fulfil our charitable obligations (grant funding) and that it is in your interests to provide information that reflects your situation and circumstances, so a fair assessment can be made.

Access to information and retention

The funding team and the St John's Foundation Executive team can access and view funding information.

General staff do not know anything about the funding status of beneficiaries.

The Good Living staff know about residents that are "Roxburgh recipients" (a separate fund the funding team manage) as they make the applications on behalf of the resident.

Any documentation containing sensitive information (i.e. bank statements, bills) are deleted once the application has been processed.

The remaining information is retained for seven years after a grant is given.

Who can I speak to if I have questions, or what to use my rights?

In the first instance, please speak to the funding team.

grants@stjohnsbath.org.uk

If you wish to contact our Data Protection Officer, please use the following details

Email: data.protection@stjohnsbath.org.uk

Post: 1 Queen Square Bath BA1 2HA

You have a number of rights when it comes to your personal information. You can find out more here: <https://ico.org.uk/your-data-matters/>

The most commonly used rights are as follows; you can:

- Request copies of your personal information.
- Ask that we correct factual errors or add your views to the records we have created.
- Ask us to consider deleting personal information we no longer need.

If you would like to use on any of your rights, please use the contact details above.