

Privacy Policy

Policy statement

1. General

Personal Information is any information from which an individual can be identified. For example, your name, address, telephone number, bank details, name of school and e-mail address may be Personal Information.

It is the Trust's policy to take all necessary steps to ensure that Personal Information held by the Trust is held securely and processed fairly and lawfully, in accordance with the eight Data Protection Principles contained in the UK's Data Protection Act 1998.

2. Information that the Trust collects from you

When you apply to the Trust for funding, you may be asked to provide certain information about yourself including your name, contact details, and other personal information.

How long do we keep your information?

- All information about applicants to the Trust is destroyed after three years.
- Bank account details are destroyed after one year.

3. Cookies

Like most websites you visit, the charity's website will use cookies in order to improve your user experience by enabling that website to remember you. This could be just for the duration of your visit or for future visits.

What if you don't want cookies to be set?

If you wish to restrict or block cookies set by this, or any other website, you can do this through your browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on how to do this for a wide variety of browsers. You will also find details on how to clear cookies from your computer as well as more general information about cookies. For information on how to do this on your mobile phone's browser, you will need to refer to your handset manual.

4. The Trust's use of your personal information

The Trust may use your Personal Information for the following purposes:

- Enabling us to communicate with you about your application
- Enabling us to pay out any financial awards that are made
- Enabling us to contact you about your report after your project is complete.

In applying to the Trust, you consent to such use of your Personal Information.

5. Third parties and disclosure of personal information

The Trust will never disclose your Personal Information to third parties.

6. Obtaining, correcting or updating your personal information

You can find out what Personal Information the Trust holds about you by writing to us at:

Sawston Village College, New Road, Sawston CB22 3BP

The Trust is entitled to charge the relevant statutory fee for this service and to request further details from you, if required.

If any of the Personal Information the Trust holds about you is incorrect or needs updating, or if you want the Trust to delete any Personal Information or change the Trust's method of contacting you, please email your request to:

p.hains105@btinternet.com

Approval

This Privacy Policy was approved by the Board of Trustees on 12th November 2024.

To be reviewed November 2027