



# Carsphairn Community Trust

## Extra-Curricular Grant - Privacy Policy

### Introduction

Carsphairn Community Trust (CCT) are committed to ensuring any personal information you share with us is kept safe. This document will help you understand how we will keep and use this data.

### What do we collect?

CCT is the 'Data Controller' of the personal data you provide to us, under the GDPR legislation 2016. If you apply for the extra-curricular grant, we will only collect the minimum personal data about you in order to process your grant application. This may include: your name, address, children's names and dates of birth, email address, telephone number, bank name, account name/number and sort code.

CCT do not knowingly process or collect any data specified as 'sensitive' under GDPR.

### Why do we need it?

We need to keep this small amount of personal data in order to process your application, and if required to do so, report back to our funders.

### What will we do with it?

All the personal data we collect is processed only by directors of CCT who will not share this data with any third parties unless required to do so for CCT to operate or as a requirement of our funders. We will never trade or sell your personal information.

CCT will follow all reasonable procedures to safeguard your data.

### How long will we keep it?

We will retain your data for as long as is required to manage the task for which it was collected.

### What are your rights

If at any point you believe the information, we process on you is incorrect, you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

You can contact our Data Protection Officer at [carsphairn.trust@gmail.com](mailto:carsphairn.trust@gmail.com)

You can withdraw your consent at any time via email.

### Are we registered with Information Commissioner's Office (ICO)

CCT are not registered with ICO as we are a non-profit organisation and believe we qualify for an exemption on the basis that we are only processing personal data for our core business purposes.