****

**Sir George Martin Trust Privacy Notice**

**Who are we?**

We are the Sir George Martin Trust. Our aim is to make a positive difference in West Yorkshire by supporting charities and churches which strive to improve the lives of the local people they work with. We are a registered charity in England and Wales (number 223554) and a private limited company (number 540045). Our registered office address is: 6 Firs Avenue, Harrogate, HG2 9HA.

**What data we need**

If you apply to us for funding, we will ask for the following information:

* Name of charity, registered charity number, contact name, title, telephone number, email address and bank account details for the grant to be sent to if successful.

**Why we need it**

We need this information to assess your proposal and liaise with you regarding further information and/or setting up a visit to the charity.

We may use the information for the purposes of internal audit, monitoring the fairness of, and trends in, application decisions and for statistical purposes.

We will not collect any personal data from you that we do not need for these purposes.

**How we hold your personal information**

Your data will be processed by our Trust Manager, who is based at the Trust’s registered office address in the UK. The data we process will be held internally on our own managed systems.

We are committed to storing data securely wherever it is held, and ensuring it is only accessible to the Trust Manager and the Sir George Martin Trust trustees.

**Who we share it with**

The information is not shared with any other external organisations or individuals. The only exception would be if the applicant has given consent to the Trust Manager for their contact details to be provided to another charitable trust or foundation who may be able to give them funding support.

**How long we keep your information**

**Unsuccessful applications:**

We keep these for up to six months after they have been received so that the Trust Manager and the trustees have had time to review them, make a decision about whether they will or will not receive a grant and for the Trust Manager to notify the applicant of the decision. These applications are not converted into electronic documentation and the hard copies are destroyed by a paper shredder located in the Trust’s registered office address.

**Successful applications:**

The hard copy application form is scanned to create an electronic copy and saved on our Trust Manager’s password protected PC and then uploaded onto a password protected trustee page of the Trust’s website [www.sirgeorgemartintrust.org.uk](http://www.sirgeorgemartintrust.org.uk) so that the trustees can review the applications remotely. If the trustees decide to print out any applications these will be kept in their home until the next meeting. At the end of the meeting the trustees will give any paper applications to the Trust Manager for shredding at the Trust’s office.

The applications on the password protected page of the website will be deleted after one month from the date they were first uploaded, which allows the trustees enough time to review all the applications before each of the three trustee meetings which take place in March, June, September and November.

The Trust Manager retains the successful applications for a period of two years from the date received to allow for any evaluation / dissemination activity. At the end of this time the document is deleted from our Trust Manager’s password protected PC and the hard copies are shredded at our registered office address, along with any other documents generated during the term of the project.

**Questions and complaints**

If you have any questions about the personal data we hold about you or how we use it you can contact our Trust Manager who will make every effort to help you.

Trust Manager

Sir George Martin Trust

6 Firs Avenue

HG2 9HA

info@sirgeorgemartintrust.org.uk

If you are not satisfied with our response or believe we are not complying with the law when using your personal data, you can complain to the [Information Commissioner’s Office](https://ico.org.uk/). Visit [www.ico.org.uk](http://www.ico.org.uk)

Date: 27 July 2020