



# Privacy & Fair Processing Notices for award applicants and holders

If you apply to the St Luke's College Foundation for a Personal Award the Foundation will hold personal data about you on computer systems. This is necessary to enable the Foundation to process your application, to administer any award that is made and to produce reports for the Charity Commission and others. Under the terms of the General Data Protection Regulation (GDPR) "Contract" is the legal basis for processing your personal data. The Foundation adheres to the requirements of the Data Protection Act and (from 25<sup>th</sup> May 2018) the GDPR.

The notices below explain how your personal data will be processed when you **apply** for an award and, in the event of an award being made, at the **award** stage.

## **Privacy & fair processing notice: applicants for a personal award**

The St Luke's College Foundation processes applications for its Personal Awards on computer systems. Some information is also held on paper records.

The personal information that you provide in your application will be made available to employees and Trustees of the Foundation who have a role in assessing and processing applications.

Your name and home post code, together with details about the purpose of your request and the requested sum, will be shared with other ACCT (Association of Church College Trusts) members who have entered into a collective data sharing agreement. This is to help prevent fraud and to enable statistical analysis of all applications to ACCT members. A full list of ACCT members is available at <http://www.cstg.org.uk/partners/acct/>.

If you wish, we may share your full application with other ACCT members if we think that they may be able to help you but we will only do this with your permission. The application form provides a place where you can agree to this should you so wish. We will tell you if we share your application in this way.

The personal information that you provide will not be shared with any parties apart from those mentioned above. The personal information that you provide will only be used by the Foundation for purposes associated with your application.

The information that you provide may be used to support data analysis. Any analysis will present aggregated, but not personal, data in any public report. (*For example, we may report that 60% of our applicants are from the Clergy.*)

If you have any questions about the way in which we hold and process your personal information, or if you wish to make a complaint, please contact the Director at [director@st-lukes-foundation.org.uk](mailto:director@st-lukes-foundation.org.uk).

## **Privacy & fair processing notice: personal award holders**

The St Luke's College Foundation processes personal data for holders of its Personal Awards on computer systems. Some information is also held on paper records.

In addition to the personal information provided at the application stage, the Foundation may request further personal data to enable awards to be paid. The Foundation may, for example, need your bank details.

The personal data that you provide at this stage is only made available to the Foundation's employees, Trustees and Accountants who have a direct role in either administering or monitoring awards and the associated payments.

Your name and home post code, together with details about the purpose of your request and the sum awarded, will be shared with other ACCT (Association of Church College Trusts) members who have entered into a collective data sharing agreement. This is to help prevent fraud and to enable statistical analysis of all applications to ACCT members. A full list of ACCT members is available at <http://www.cstg.org.uk/partners/acct/>.

The Foundation makes an Annual Report to the Charity Commission; this report is a publically accessible document. The Annual Report lists the names of all individuals to whom awards have been paid in the year in question. The Annual report also includes the value of the award paid to each individual; it does not include any other personal data.

The personal information that you provide will not be shared with any parties apart from those mentioned above. The personal information that you provide will only be used by the Foundation for purposes associated with the award that has been made to you.

The information that you provide may be used to support data analysis. Any analysis will present aggregated, but not personal, data in any public report. (*For example, we may report that 60% of our award holders are members of the Clergy.*)

If you have any questions about the way in which we hold and process your personal information, or if you wish to make a complaint, please contact the Director at [director@st-lukes-foundation.org.uk](mailto:director@st-lukes-foundation.org.uk).

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