



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: James Bond Henry Welch Trust

What information do we process?

When you apply for a grant from the James Bond Henry Welch Trust, Lancaster District CVS will collect, process, hold and share:

- The name, address, email address and telephone number of the person completing the application form, and the person who will benefit from a grant (they may be the same person).
- Information about powers of attorney (if held)
- Bank details for the person who will benefit from a grant
- Medical information
- Information about their income or ability to pay
- Proof of address such as a utility or council tax bill.

If you are applying on behalf of someone else, you should bring this privacy notice to their attention, especially if you do not hold appropriate power of attorney over their affairs. We will require you to confirm that you have obtained their consent to make the application.

How do we collect this information?

We collect this information via an online form.

Why do we need this information?

We need this information to enable us to manage the James Bond Henry Welch Trust's decision making and grant payment processes.

Our lawful basis for processing your information is your consent. By completing and submitting an application form, you have consented to our collection and processing of your personal data.

Storage, processing and disposal of your personal data

We store this information on an external third-party system provided by Creative Force Good Grants (www.goodgrants.com) and process it using their software. We accept the Good Grants terms of service and related policies which state how their systems comply with data protection legislation and GDPR. Further information can be found at www.creativeforce.team/tos

We will correspond with you and administer aspects of your grant application through systems provided by Microsoft. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at docs.microsoft.com/en-gb/legal/gdpr

We will store your full application and all documentation for six years, after which it will be deleted. We will retain aggregated and anonymised data on grant applications and decisions indefinitely to report on the activities of the Trust.

Who do we share this information with?

LDCVS will share the information you provide with the Trustees of the James Bond Henry Welch Trust, who will make decisions about grants. During this process your data does not leave our systems and is no longer available to Trustees once the decision-making process is complete.

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (<https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>)

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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