

Data Protection Privacy Notice

Please read this before completing the consent form

At St Martin-in-the-Fields Charity we are committed to protecting and respecting your privacy. All personal data is held by us and processed in accordance with data protection legislation.

We take your data so that we can make a grant decision, make payments, and monitor the quality and impact of our grant programme.

The data we collect is controlled by us: St Martin-in-the-Fields Charity of 5 St Martin's Place London WC2N 4JJ.

Types of Data

Personal Data and Special Category Personal Data

This is any information specifically about you. We ask your support worker for information including:

1, Personal Data

- Your name/date of birth
- Your address
- Your circumstances (these could include household make-up, employment status, substance misuse issues, contact with the criminal justice system)

2. Special Category Personal Data

We also collect information about you only for analytical purposes:

- Ethnicity, religious background, sexuality and gender
- Health issues (mental and/or physical)
- Disabilities
- Support needs

You can choose whether or not to give us the Special Category Personal Data. We do not use this information to decide whether we can award a grant for your application.

Q: How will you use the Personal Data outlined in Section 1?

A: We will use it to:

- help us assess your application and to signpost your support worker to other services that might be helpful to you
- make sure that our grants are effective and that our work is of a good standard. The data will be anonymised for this
- improve our grant programme and to help raise more funds. The data will be anonymised for this

Q: How will you use the Special Category Personal Data outlined in Section 2?

A: We will use it to:

- make sure that our grants are supporting a wide range of communities
- identify any gaps in the range of people that our grants are reaching
- expand and improve our services

The data will **always** be anonymised for this.

Q: Who will have access to my data?

A: The following will have access to your data:

- VRF team members
- Your support worker
- Your support worker's line manager, who is copied in on all emails throughout the application process.
 - If your support worker is absent, their line manager or their colleagues might handle your data to complete/progress the application.
- We might share your data with other staff members of St Martins in the Field Charity. This will only be where strictly necessary, for example, improving our services or for crime prevention.

Q: How will you store my data?

A: All applications are made online through a secure site and are stored, along with the relevant emails and documents/information on our secure database/server.

Q: How long will you keep my data for?

A: We will keep your data for up to 7 years.

Q: What are my rights?

A: Data protection laws give you the following rights:

- To be sent a copy, free of charge of the data we have about you
- To correct wrong data we have about you
- To reduce or restrict data we have about you
- To erase data we have about you
- To limit what we do with your data including its use in anonymous statistics
- To complain to the Information Commissioner's Office.

Q: What if I change my mind?

A: If you wish us to stop using your Personal Data outlined in Section 1 to:

- assess your application
- signpost your support worker to other services that might be helpful to you
- administer your grant (if successful)

then please let us know in writing or by email (contact details below). However, this will mean that we will no longer be able to continue with your grant application.

If you have been awarded a grant, we will need to keep some information for our financial and audit purposes.

If you wish to withdraw your consent for us to hold your Special Category Personal Data (Section 2 above) please let us know in writing or by email (contact details below). If you withdraw your consent for us to hold your Special Category Personal Data we will still be able to process your grant application.

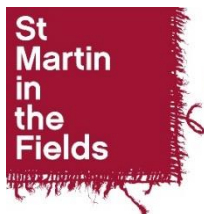
For further information:

If you have any questions about the information contained on this form or if any of your details need updating, please contact us on the address below or email us at:

vrf@stmartinscharity.org.uk

St Martin-in-the-Fields
5 St Martin's Place
London
WC2N 4JJ

Please see the following page for the Written Consent Form



Charity

VRF - Written Consent Form

This consent form must be completed, otherwise we cannot accept your application.

This form must be completed and signed by the client and it must be signed and dated **within the last 3 months** otherwise it will not be accepted.

A VRF grant is not guaranteed. We receive many applications daily, and don't have the funds to approve all of them. Our decisions are final.

I, _____ (Name of client)

have read this Data Protection Privacy Notice in full. I understand how St. Martin-in-the-Fields Charity will collect, use and store my data detailed in section 1 of the Data Protection Privacy Notice. (***We cannot proceed with your application until you have read and understood this notice.***)

(Place a  in the box above if you agree to the statement)

Signed **by client**: _____

Date signed: _____