

Swale Youth Development Fund (SYDF) Privacy Notice July 2018

This document sets out how the Fund will comply with the GDPR legislation introduced in May 2018.

Lawful basis for processing personal data.

The Fund will collect personal data under the following basis:

Consent – those applying to the Fund agree to share with the officers (trustees) of the SYDF personal information for the specific purpose of enabling an application to the Fund to be processed fairly and within the framework of the Charity's work as set out in its constitution. This data will include name, address and contact details, age of the person applying and other information freely given to enable the trustees to determine if an award should be given as laid out in the Fund's application form on the Apply page of the Fund's website.

This information may also include a reference provided by the applicant from a third party in relation to confirm or advise of the standard of the applicant applying for a grant.

All personal data provided will be shared via the Fund's formal application form. In the case of a minor all personal information will be accepted with the consent of a parent / guardian.

Applicants may withdraw consent for the sharing of data with the Fund at any time, and if this is prior to the grant award meeting for which it was submitted, it will be assumed that the application for funds will have been withdrawn. Should an applicant wish to re-apply for a grant they will need to re-submit an application form at that time and provide renewed associated permissions for data sharing as laid out on the application form.

How long do we keep personal information for?

Personal information will be held securely by the Fund's Secretary for seven years following an application, unless the applicant informs the Fund in writing that it wishes for personal data to be destroyed sooner. Under the Fund's terms applicants may not apply for a grant within one year of being given an award and this time period enables the Fund to carry out monitoring against this rule. Usually, following an award, the Charity will wish to maintain minimum contact to inform applicants of any formal presentation or celebration events to which they will be invited. After seven years, and if there are no further applications, the Fund will destroy personal details contained within the original application form but maintain an anonymous record of the grant given and for what type of activity for audit purposes. At this point applicants will be invited to give permission to the Fund to maintain basic contact details should they wish to continue to be informed of the Fund's events and activities. This permission may be withdrawn at any time by writing to the Fund Secretary using the contact details on the website.

Who do we share personal information with?

All personal information shared with the Fund stays with the Fund. We do not share information with third parties unless it is with specific additional permission from the applicants.

In recent years Swale Borough Council (SBC) has permitted the SYDF to nominate applicants for additional funding from the council. In the event that the fund wishes to do this, direct and additional permission will be sought from the applicant to provide name and contact information to SBC in order that they can arrange the payment of the additional grant.

Successful applicants may be approached by the Fund to take part in press opportunities or other publicity and specific permissions at the time will be sought.

Freedom of Information

The Fund will comply with GDPR regulations and applications for information may be made in writing to the Fund Secretary. Contact details are available on the Fund website.