

**PARISHES: Application form for a grant**

**Ref:**

Please complete this form legibly and as fully as possible. It will be the only information available to the Governors when they consider your application for a grant.

**INADEQUATE EXPLANATION OR LACK OF RELEVANT INFORMATION MAY RESULT IN AN UNSUCCESSFUL APPLICATION.**

- 1 Parish:
- 2 Organisation:
- 3 Average attendance:
- 4 Number of Teachers/Helpers, Leaders:
- 5 **Purpose of Grant:** (If books or other resources are required, please attach a separate sheet with titles, prices, quantities and total cost).

6	<b>Total cost of project</b>	£	.....
	<b>Amount of grant applied for</b>	£	.....
	<b>PCC contribution</b>	£	.....

7 Any special circumstances which will assist in considering the application?

8 Previous Grants from this Charity with dates

9 Use this space to provide any further relevant information to support your application.

Your name and position:

If you are not the incumbent, please name the incumbent and confirm that s/he approves of this application:  
YES/NO

Date:

Address for correspondence:

e-mail address:

Tel No:

When completed, the form should be returned to:

The Clerk to the Governors  
Sarum St Michael Educational Charity  
1st Floor, 27A Castle Street  
Salisbury  
SP1 1TT

e-mail: [clerk@sarumstmichael.org](mailto:clerk@sarumstmichael.org)

For details of how the information you supply will be used, please see the next page.

## **DATA PROTECTION NOTICE**

### **Sarum St Michael Educational Charity**

#### *Your personal data – what is it?*

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

#### *Who are we?*

Sarum St Michael Educational Charity is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### *How do we process your personal data?*

Sarum St Michael Educational Charity complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

#### *We use your personal data for the following purposes: -*

- (i) To process grant applications;
- (ii) To organise payment of grants;
- (iii) To maintain our financial accounts and other records;
- (iv) To detect fraudulent or otherwise undisclosed multiple grant applications to sister members of the Association of Church College Trusts;
- (v) To administer and protect the Charity.

#### *What is the legal basis for processing your personal data?*

Processing is necessary to enable Sarum St Michael Educational Charity to pursue the following legitimate interests: to make decisions on whether to award grants; to organise the payment of grants; to maintain financial accounts and other records; to detect fraudulent or otherwise undisclosed multiple applications; otherwise to administer and protect the Charity.

#### *Sharing your personal data*

Your personal data will be treated as strictly confidential, and will be shared with the third parties listed below only for the purposes described above. We will not share your data with other third parties without your consent. We may occasionally wish to place information about a grant recipient on our website; we shall not do so without seeking the recipient's express consent in advance.

#### *Third parties with whom we may share your personal data*

Professional advisers, including lawyers, bankers, accountants and insurers who provide legal, banking, accounting and insurance services; service providers who provide IT and system-administration services; HM Revenue & Customs, regulators and other authorities who require reporting of processing activities in certain circumstances; sister members of the Association of Church College Trusts.

### *How long do we keep your personal data?*

We keep your personal data for no longer than reasonably necessary, for a period of six years, in order to administer the payment of grants, maintain financial records and allow decisions on future applications to be informed by knowledge of any earlier applications from the applicant.

### *Your rights and your personal data*

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

the right to request a copy of personal data which the Sarum St Michael Educational Charity holds about you;

the right to request that the Sarum St Michael Educational Charity corrects any personal data if it is found to be inaccurate or out of date;

the right to request that your personal data is erased where it is no longer necessary for the Sarum St Michael Educational Charity to retain such data;

the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

the right to object to the processing of personal data;

the right to lodge a complaint with the Information Commissioners Office.

### *Further processing*

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use before beginning the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### *Contact Details*

To exercise all relevant rights, or make queries or complaints, please in the first instance contact:

The Clerk to the Governors

Sarum St Michael Educational Charity

**e**      [clerk@sarumstmichael.org](mailto:clerk@sarumstmichael.org)

**t**      01722 422296