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**SARUM ST MICHAEL EDUCATIONAL CHARITY**  
**Application Form - PERSONAL GRANT - Confidential**

*Please complete in typescript if possible, in font size 10*

Surname		Title and initials	
Address		Telephone (landline/mobile)	
		e-mail address	
		Date of Birth	
		Marital status	
Postcode		Dependent children (ages)	

Qualification to be achieved or activity/project to be undertaken			
Name of College or University or location of activity/project			
Will this be full-time or part-time?			
Date course begins		Date course ends	

**Purpose of Grant** (Please explain, in no more than 400 words, why this training is necessary, what benefits it will bring to you and to others, and why you need a grant.)

<b>Total cost of project</b> - please attach a cost breakdown, eg fees, books, etc, on a separate page		£
<b>Total amount of grant sought</b>		£
<b>Amount applied for from Sarum St Michael Educational Chrty</b>	Academic year 2018/19	£
	Academic year 2019/20	£
	Academic year 2020/21	£
	Academic year 2021/22	£
<b>Proposed contribution from</b>	LEA	£
	personal	£
	parents/family	£
	employer	£
	PCC/Diocese	£
<b>Details of other applications for grants including student loans</b> (Please indicate whether approved, or not yet known)		

Details and dates of existing qualifications (with dates and awarding bodies)

Details of current employment  
and past posts relevant to this application

Any other personal information (including active church affiliation)

Details of any other previous grants received from this Charity, with AMOUNTS and DATES

How did you hear of the Sarum St Michael Educational Charity?

Your School	Website
Word of mouth	Other (please specify)

- Please arrange for two references to be sent to us by the deadline (see website). One should be educational or professional; the other from someone who has known you personally for at least three years.
- **Please note** that when your application for a grant is considered, this application form, your costs breakdown and two references will be the only information available to the Governors. Extra information is welcome but will not be circulated to the governors. Please complete this form in typescript if possible, and in any case legibly. Illegibility, lack of relevant information or an inadequate explanation may result in an unsuccessful application.

Date

Return by the deadline (see website) to:

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

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

DATA PROTECTION

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 administer payment of grants;
- (iii) To maintain our own accounts and records;
- (iv) To share your date of application, name, post code, purpose of the requested award and the sum that you are requesting with other members of the Association of Church College Trusts in order to detect fraudulent or otherwise undisclosed multiple grant applications to the Trusts.

#### *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 administer the payment of grants; to maintain financial records; to detect fraudulent or otherwise undisclosed multiple applications.

#### *Sharing your personal data*

Your personal data will be treated as strictly confidential, and will be shared only with other members of the Association of Church College Trusts, and only to the extent and 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.

### *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