

Private & Confidential



The Mayor of Elmbridge Trust Fund Application Form

Privacy Statement about our compliance with the General Data Protection Regulation (GDPR) and what we will do with your personal information.

What information do we collect from you and why is it collected?

The charity requests your name; address; contact details; date of birth; information about members of your household; and income & expenditure. Furthermore, you may wish to provide any health or supporting information to assist with the consideration of the application. Any personal data and confidential information you provide will be processed but the charity in the manner set out in this statement. The information provided will aid the Trustees of the Charity in determining your application in line with the Charity's objectives.

Who might we share this information with?

Your application form will be processed by Elmbridge Borough Council's Democratic Services Officers, Finance Officers and provided to the six Trustees of the Charity via the Council's Secure Information, Communication and Technology (ICT) system. The information will be accessed via the ICT systems by authorised officers and the Trustees to make a decision on your application. If you are awarded a grant for the purchasing of goods, your information will be processed by the Council's Finance Team for all accounting and audit purposes. Furthermore, your contact details (i.e. Name / Address / Telephone Number) will be provided to your chosen supplier who will need to contact you to arrange delivery of the item(s) where appropriate. Your information will be stored and processed confidentially and will not be passed to any other person or organisation unless we are required to do so by law eg to comply with the Charity Commission's requirements. Should you be unsuccessful in your application, you will be told, and your form disposed of securely.

What we do with your information?

By completing and signing this application form, you consent to the information you have provided being stored in the Charity's electronic filing system located within Elmbridge Borough Council's secure ICT System, for the sole purpose of processing your application and enabling the Charity's accounts to be produced. The information in your application form will be used by the Trustees to determine whether a grant for the purchasing of goods is awarded to you. Your information will also be used to maintain financial records as required by law. We will disclose the amount and purpose of the grant made to you in our annual report for accounting disclosure purposes, but no other information will be published. In exceptional circumstances the Trustees may wish to undertake a pre-arranged home visit to talk to you about your application.

(Continued overleaf...)

Application Form Closing Dates:

Fully completed application forms with **all** of the required information will need to be submitted by the following closing dates for the forthcoming scheduled Trustee meetings:

| Closing Date: | Meeting Date: |
|----------------------|----------------------|
| 9 June 2023 | 21 June 2023 |
| 1 September 2023 | 13 September 2023 |
| 24 November 2023 | 6 December 2023 |
| 1 March 2024 | 13 March 2024 |

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How long do we keep hold of your information?

Applications meeting the Charity eligibility criteria will be scanned in electronically to the Council's ICT secure system and, subject to applications that are time critical, will be included on the next scheduled meeting agenda. The agenda / individual applications will be retained for 6 years from the date of consideration of your application in accordance with the requirements of the Council's Finance Officers. Your original application form (hard copy) will be destroyed and the agenda will no longer be accessible by the Trustees after your application has been determined.

How can you access the information we hold about you?

The Mayor of Elmbridge Trust Fund is the Data Controller of any personal information that you submit. If for any reason you wanted to have access to the information held by the Trust, you will need to make a Subject Access Request to the Mayor of Elmbridge Trust Fund, Civic Centre, High Street, Esher, Surrey, KT10 9SD.

How can you withdraw your application?

Once your application has been submitted, you can contact the Assistant to the Clerk to the Trustees at the above address to withdraw your application at any time. The application form will be destroyed or returned to you if requested. Should the application already be despatched to the Trustees on the meeting agenda, the Trustees will be advised accordingly at the meeting that the application is withdrawn and therefore will not be considered. Furthermore, the application within the agenda pack will be destroyed in accordance with the processes detailed above.

How can I contact the Mayor of Elmbridge Trust Fund:

By Post: Mayor of Elmbridge Trust Fund
Elmbridge Borough Council
Civic Centre
High Street
Esher
Surrey
KT10 9SD

Telephone: 01372 474474

By E-Mail to: committee@elmbridge.gov.uk

Further information is available at <http://www.elmbridge.gov.uk/council/mayor-of-elmbridge-trust-fund/>

**Please answer all the questions on this form.
Any incomplete application forms will not be considered by the Trustees.**