



Private and Confidential

Charity of Robert Phillips School Music Scholarship Scheme Application Form

Privacy Statement about our compliance with the General Data Protection Regulation 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; telephone number; e-mail address (if applicable); signature; and information in support of your application so that the application can be determined in line with the School Music Scholarship Scheme.

In accordance with the School Music Scholarship Scheme, the criteria requires that the pupils to receive the Scholarship must reside within the Ancient Parish of Walton-on-Thames (Walton, Hersham and parts of Oatlands).

Once the Scholarship has been confirmed, you will be asked to provide sufficient banking details for the School by way of the Bankers Automated Clearing Services (BACS), where appropriate. Cheques are only provided in special circumstances.

Who will we share this information with?

Your application form will be processed by Elmbridge Borough Council's Democratic Services Officers. To award the Scholarship, your information will be shared with the Charity's Treasurer, who are Officers from Surrey County Council's Finance Team, for all accounting and audit purposes. 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 or to comply with the Charity Commission's requirements.

What we do with your information?

By completing and signing this application form, you are agreeing to the information you have provided being stored in the Charity's electronic filing system located within Elmbridge Borough Council's secure Information, Communications and Technology (ICT) System for the sole purpose of processing your application and enabling the Charity's accounts to be produced.

Your information will be used to maintain financial records as required by law. We will disclose the name of the School and amount of the Scholarship awarded in our annual report for accounting disclosure purposes, but not your name, telephone number or e-mail address.

How long do we keep hold of your information?

School Music Scholarship Scheme applications will be scanned in electronically to Elmbridge Borough Council's ICT secure system and will be retained for 6 years from the date of receipt of your application in accordance with the requirements of the Charity's Treasurer (Officers from Surrey County Council's Finance Team). Your original application form (hard copy) will be destroyed once the Scholarship has been paid.

(Continued overleaf ...)

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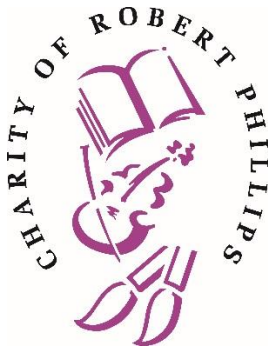
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How can you access the information we hold about you or withdraw your application?

The Charity of Robert Phillips 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 Charity, you will need to make a Subject Access Request to the Charity of Robert Phillips, c/o Democratic Services, Civic Centre, High Street, Esher, Surrey, KT10 9SD.

Once your application has been submitted you can contact the Assistant to the Clerk of the Charity, Democratic Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD to withdraw your application at any time. The application form will be destroyed or returned to you if requested.

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**Charity of Robert Phillips
School Music Scholarship Scheme Application Form**

Under its School Music Scholarship Scheme, the Charity of Robert Phillips may allocate an annual Music Scholarship to each School in the Ancient Parish of Walton on Thames (Walton, Hersham and part of Oatlands) as follows:

- Infant Schools - £400
- Junior Schools - £600
- Primary Schools:
 - Key Stage 1 - £400
 - Key Stage 2 - £600
- Secondary Schools - £1,000

Name of School:	
Address of School:	
Postcode:	
School Telephone Number:	Contact E-mail address:

Catchment Area of School:

<p>In accordance with the School Music Scholarship Scheme, the criteria requires that the pupils to receive the Scholarship must reside within the Ancient Parish of Walton-on-Thames (Walton, Hersham and parts of Oatlands).</p> <p>Therefore, do the pupils who are to receive the Scholarship reside within the Ancient Parish of Walton-on-Thames (please tick):</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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Academic Year for which Scholarship is sought:

Amount of Scholarship sought:

Please indicate type of Tuition to be funded (i.e. Piano / Trumpet / Percussion):

I hereby certify that the information given on this form is accurate and true to the best of my knowledge and that I have read the Privacy Statement about what the Charity will do with my personal information. I hereby consent to my personal data being used to process my application but understand that I can withdraw my consent and therefore my application at any time.

Signature of School Representative: Date: / /

Please return completed and signed application form to:

Assistant to the Clerk to the Trustees, Democratic Services, Elmbridge Borough Council,
Civic Centre, High Street, Esher, Surrey, KT10 9SD or e-mail: committee@elmbridge.gov.uk