

We collect, review and store your data for the purposes of carrying out our grant application process. If you would like any further information about this policy, please get in touch using the contact details on Page 2.

What Information Do We Collect?

- ▶ **Information about the Applicant:** such as your name and contact information.
- ▶ **Information about your Organisation:** such as the group name, contact information and registration number.
- ▶ **Information relating to your Project:** such as the project purpose, number of people who will benefit and the project timescale.
- ▶ **Information relating to the progress of your grant:** such as outcome of the application, details of the materials provided and dates of collection.
- ▶ **Information relating to evaluation:** such as your evaluation form, photographs and quotes.

How Do We Collect and Store Information?

Information is collected through the online application form on our website. If you are unable to complete the online form, we can assist by taking the information over the phone or by email.

The information you enter is transferred from our website to our staff team by email.

Your application information is stored on an internal data tracking log, which is only available and accessible to staff. Our shop team will print a paper version of your application to assist with sourcing and preparing materials.

Evaluation forms are stored on an internal shared drive, only accessible to staff.

We will also retain emails that are sent to and from us, for audit purposes.

We store data for a term of 5 years, in line with our Retention of Records policy.

How Do We Use Your Information?

The information we gather is used:

1. To review your application and make a decision.
2. To contact you regarding the outcome.
3. To evaluate the project and the overall progress of our Community Grant Initiative.

Our Responsibilities

We have a duty to ensure that the data we store is kept securely, managed responsibly and is accessed only by those authorised to do so.

We will not use your information for any other purpose than those stated in this policy.

We will not share your information with any other group or person, unless permission is clearly given - such as in the case of permissions being granted for the release of a case study about a successful grant.

Your Rights

We will let you know what data we will collect, how we use it, and why.

Under our GDPR policy, you have the right to:

- ▶ Request a copy of the data we hold about you.
- ▶ Request that we correct your data, if what we hold is inaccurate.
- ▶ Request that we delete your data, if you no longer consent to us holding it.
- ▶ Request that we no longer process your data in a certain way.

If you wish to make any requests based on the rights listed, please contact our office using any of the methods listed below, and ask to speak with our Data Protection Officer:

01228 907905

info@rebuildsite.co.uk

Dukes Drive, Kingmoor Park, Carlisle, CA6 4SH

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