**Privacy Statement**

Personal data is protected by legislation, specifically the Data Protection Act 2018, the Privacy and Electronic Communications Regulation (PECR) and the General Data Protection Regulation (GDPR).

**Our legal basis for processing personal information**

In respect of sensitive personal data (primarily in respect of health information) we seek consent to process this information. You may withdraw this consent at any time.

In respect of the other personal information provided on this form, the Trust processes this information without consent on the basis that it is in our legitimate interests to do so and where we are confident that such processing is not likely to prejudice the individual’s legitimate interests or rights or freedoms. Our legitimate interests are that we intend to administer and monitor grants and provide any related support pursuant to this form.

**How long we keep information**

We keep the information provided on this form for the duration of the grant relationship and for 7 years after last contact, which includes any payments made.

**Keeping information up to date**

If at any point an applicant believes the information we hold is incorrect they can request to see this information, and have it corrected or in some cases deleted.

**Individual’s rights**

Individuals have the right to ask us to stop processing their personal information, and if it is not necessary for the purpose provided it to us we will do so. Please contact the Trust using the contact details provided on this form if you have any concerns.

Individuals also have the right to request a copy of the information the Trust holds about them. Please contact us if you would like to do so.

If you would like to make a complaint about how we process your personal information please contact us. Where you are not happy with how your complaint is dealt with you should contact the Information Commissioner’s Office ([www.ico.org.uk](http://www.ico.org.uk)). You are also entitled to make a complaint to the Information Commissioner’s Office without first referring your complaint to us.

**Contact:**

Questions, comments and requests regarding this privacy statement should be addressed to grant@hwct.co.uk