

PRIVACY NOTICE

York Committee Grant Applicants

The Privacy Statement below describes how we will treat the personal information you provide to us during the grant application process and throughout the life of the grant and all other information you provide during the application process.

Who are we?

We are the Joseph Rowntree Housing Trust (JRHT). Our purpose is to build and develop strong and empowered communities without poverty or isolation.

JRHT is:

- a charitable housing association registered under the Co-operative and Community Benefit Societies Act 2014 (registration number 8209).
- a Housing Association and Registered Social Landlord with the Regulator of Social Housing (registration number 5079).
- a care provider regulated by the Care Quality Commission.

Our registered Head Office address is The Homestead, 40 Water End, Clifton, York, YO30 6WP.

What data we need

If you apply to us for funding, we will ask for the following information:

Applicant/s:

- Name, position, telephone number(s), work address, email address and signature of one contact within your organisation.

Management Committee details of the organisation applying:

- Names and positions of members of the organisation's Management Committee.

Paid staff who will be working on the proposed activity:

- If you are applying for funding towards staff salary / sessional costs, it is expected that details of these anticipated costs will be provided within the budget section in the application.

Organisation's bank account details:

- If your application is successful, you will be asked to provide a copy (either an electronic or hard copy) of a recent bank statement from your organisation's main bank account
- Names of signatories for your organisation's bank account.

During the life of the grant, we will ask for the following information:

End of grant report back:

- Upon completion of a grant, we will ask you to complete an end of grant report back form to tell us how the funds have been spent and what you have achieved. Within this document we will ask for the name and signature of the main contact for the grant.

Why we need it

We need this information to assess your proposal and, if your application is successful, enter into a contract with you. If your application is successful we will need to ensure that funds are paid into a bona fide account of the organisation we are funding.

We may use the information for the purposes of internal audit, monitoring the fairness of, and trends in, application decisions and for statistical purposes.

We will not collect any personal data from you that we do not need for these purposes.

How we hold your personal information

Your data will be processed by our staff, who are all based in the UK. The data we process may be held internally on our own managed systems, externally on cloud based services or on the systems of partners who process information on our behalf.

We are committed to storing data securely wherever it is held, and ensuring it is only accessible to authorised personnel. Where data is stored on partner systems we expect them to adopt security practices aligned with our own.

Who we share it with

We may disclose specific information when required to do so by government bodies, law enforcement bodies and regulatory authorities. Personal information may also be released to external parties in response to legal processes or to enforce or apply our terms of use, or to protect the rights, property or safety of JRF/JRHT, our employees, agents and others.

Fairness and transparency in our funding process is important to us. All applications are assessed by a team of JRHT staff and an External Adviser to the York Committee. Some applications are also commented on by an Advisory Group made up of people with lived experience of poverty. Decisions on the award of grants are

made by the York Committee, which is comprised of partners in the city and senior JRF / JRHT staff.

How long we keep your information

Unsuccessful applications:

The contact details for the main contact person of the organisation applying and the documents outlined below are kept for two months after the date the decision is notified to the applicant. This is in case of complaint or request for additional information on the decision. After this time the application form and all electronic documentation is deleted. Hard copies are destroyed via our confidential waste company.

- Application form
- Supporting documents required to enable decision making, such as Accounts, Governing Documents and records of Trustees / Management Committee members
- Any correspondence relating to the application, including the original enquiry made.

Prior to the point of deletion, and where relevant, the main contact person of the organisation applying will be contacted to enquire whether they would like to remain on our project management database (Customer Relationship Management) as a York stakeholder in order to receive details about further funding opportunities through the York Committee.

Please note, we do keep a record of your organisation applying on our project management database (Customer Relationship Management), within the assessment documents and within the minutes of the decision-making meeting, but all other documentation is deleted as per the above retention policy.

Successful applications:

An electronic copy of the application form is saved on our project management database (Customer Relationship Management). The application form and any correspondence relating to the original application and grant awarded are retained to the end of the project plus one year to allow for any evaluation / dissemination activity. At the end of this time the application form is deleted from our system, along with any other documents generated during the term of the grant.

Supporting documents required to enable decision making, such as Accounts, Governing Documents and records of Trustees / Management Committee members, will be deleted two months after the decision awarding the grant has been made.

The hard copy signed contract is retained indefinitely for legal reasons.

Access is restricted to staff processing or assessing the proposals.

Prior to the point of deletion, and where relevant, the main contact person of the organisation applying will be contacted to enquire whether they would like to remain on our project management database (Customer Relationship Management) as a York stakeholder in order to receive details about further funding opportunities through the York Committee.

Please note, we do keep a record of your organisation applying on our project management database (Customer Relationship Management), within the assessment documents and within the minutes of the decision-making meeting, but all other documentation is deleted as per the above retention policy.

Requests to change purpose of grant:

If during the period of the grant you wish to apply to change the purpose of the grant, your e-mail containing this request is saved on our project management database (Customer Relationship Management). The original e-mail request and any other correspondence relating to the change of purpose request are retained to the end of the project plus one year to allow for any evaluation / dissemination activity. At the end of this time the documentation is deleted from our system.

What are your rights?

You have the right to ask for a copy of the information we hold about you. You will need to make a formal request called a 'subject access request'. To make a subject access request you must:

- make your request in writing
- provide proof of your identity

If any of the information we hold is inaccurate or out of date, you have the right to have it corrected, updated or deleted by contacting our Data Protection Officer.

Questions and complaints

If you have any questions about the personal data we hold about you or how we use it you can contact our Data Protection Officer who will make every effort to help you.

Contact details:

Data Protection Officer
Joseph Rowntree Foundation
The Homestead
40 Water End
YORK YO30 6WP

Or by email at: ig@jrf.org.uk

If you are not satisfied with our response or believe we are not complying with the law when using your personal data, you can complain to the [Information Commissioner's Office](#).

Date: 1 January 2020