

<b>PERSONAL DETAILS OF APPLICANT</b>		<i>(Block Capitals)</i>	
<b>FULL NAME</b>			
<b>PERMANENT ADDRESS</b> <i>(NB The Foundation requires applicants to have been resident or attending school in the London Borough of Greenwich for <b>not less than two years</b> prior to the application)</i>		<b>POST CODE:</b>	
<b>LENGTH OF TIME AT THIS ADDRESS?</b>			
<b>PREVIOUS ADDRESS</b> <i>(If you have lived at your current address for less than two years)</i>		<b>POST CODE:</b>	
<b>CONTACT NUMBERS</b>	TELEPHONE NUMBER:	EMAIL ADDRESS:	
<b>DATE OF BIRTH AND PRESENT AGE</b> <i>(Only applicants who have not yet attained their <b>25th birthday</b> can be considered for an award)</i>			
<b>PARENT(S) or CARER(S)</b> <i>Please give full names, address and occupation</i>			
1. NAME			
ADDRESS			
OCCUPATION			
2. NAME			
ADDRESS			
OCCUPATION			
<b>EDUCATION</b> <i>Please give the name, address and telephone number of each school or college attended since the age of eleven</i>			
<i>Please list qualifications obtained with dates and grades</i>			
<i>Please give details of any Further or Higher Education establishment attended, together with qualifications obtained</i>			
<b>EMPLOYMENT</b> <i>Please give details of any employment undertaken (full or part-time), including the name of the employer, the type of work and relevant dates</i>			

<b>PERSONAL DETAILS OF APPLICANT</b>	<i>(continued)</i>	<i>(Block Capitals)</i>
<p><b>OTHER ACTIVITIES</b> <i>Please give details of any other activities which you feel might be relevant in assisting the trustees in their consideration of your application</i></p>		
<p><b>FURTHER INFORMATION</b> <i>Please use this space to give any further information about your personal or family circumstances (eg financial) which might help the Trustees when considering your application</i></p>		

<b>DETAILS OF THE AWARD</b>	<i>(Block Capitals)</i>
<b>TOTAL AMOUNT REQUESTED FROM THE FOUNDATION</b>	
<b>EDUCATIONAL COURSES:</b> IF THIS APPLICATION FOR AN AWARD IS TO SUPPORT A COURSE AT AN EDUCATIONAL INSTITUTION PLEASE GIVE FULL DETAILS	Name of Institution:  Address & Telephone Number:  email address:  Details of course:  Please provide written evidence that you have been offered a place or accepted on this course
<b>FULL DETAILS OF THE PURPOSE FOR</b>  NB The Foundation does not usually make large awards. The average award is around £500  Trustees will consider awards for course fees, essential equipment or other course related expenses.  If the total cost of the purpose of the award is in excess of such an amount, please indicate how the balance is to be financed including any plans to work	
Please give details of any other charity to which you have made an application	
<b>Please provide evidence of 'limited financial means' to support your application</b>	
<b>REFERENCE</b> Please attach a reference from a suitable person (e.g. Course Tutor, Teacher, Clergyman etc.) in support of this application, or give the name, address, telephone number, email address and status, of such a person. You should obtain permission from your referee	
<b>Before signing the declaration please make sure that all sections of the form have been completed</b>	
<b>DECLARATION</b> I confirm that to the best of my knowledge the above information is correct in every way. I understand that awards are made solely at the discretion of the Trustees. I have read the Privacy Policy and consent to the Foundation storing the personal data given above.	
Signed _____	<i>(Applicant)</i>
Signed _____	<i>(Parent/Carer if under eighteen years of age)</i>
Date _____	
<b>The Trustees may ask applicants to attend an interview to help determine their suitability for an award</b> <i>This form should be returned to: The Clerk to the Trustees, 136 Charlton Lane, London SE7 8AB</i>	

## **INTRODUCTION**

The Greenwich Blue Coat Foundation (registered charity no. 312407, also known as Bluecoat Trust) takes the privacy and security of your data extremely seriously.

This privacy policy sets out how the Greenwich Blue Coat Foundation processes personal data (that is, information by which an individual can be identified) collected by us in the course of our lawful activities, and explains our obligations and your rights under the Data Protection Act 1998 and any subsequent UK legislation and regulations ('Data Protection laws'). This policy has been put in place to protect your rights under the Data Protection laws, and it is important that you understand what we will do with your data and are happy with this.

References to the processing of information includes the collection, use, storage and protection of data.

The Greenwich Blue Coat Foundation is the 'data controller' for the purposes of this policy, and the policy extends to its staff, trustees, volunteers and anyone else processing data on our behalf from time to time.

The Foundation is committed to ensuring that your privacy is protected. Any personal data collected by the Greenwich Blue Coat Foundation will only be processed in accordance with this privacy policy.

## **LEGAL BASIS**

Organisations are permitted to process data if they have a legal basis for doing so. The Greenwich Blue Coat Foundation processes data on the basis that:

- Express and informed consent has been given by the person whose data is being processed; and/or
- The Greenwich Blue Coat Foundation has a legitimate interest to process data; and/or
- There is a legal obligation on the Greenwich Blue Coat Foundation to process data.

Where the Greenwich Blue Coat Foundation is relying solely on consent as the basis for processing data, we are required to obtain your explicit consent and you can modify or withdraw this consent at any time by notifying us in writing, however Trustees will not be able to consider applications for awards if consent is withdrawn.

The Greenwich Blue Coat Foundation may change this policy from time to time and any such changes will be published on our webpage. Notwithstanding any change to this policy, we will continue to process your personal data in accordance with your rights and our obligations in law.

This policy is effective from 1st of April 2018.

## **WHAT DATA DO WE COLLECT?**

We collect data necessary for the Greenwich Blue Coat Foundation to pursue its stated charitable objectives, the provision of awards to young people in the London Borough of Greenwich. Personal data is collected and processed so that Trustees can consider fully applications for awards.

## **WHAT DO WE DO WITH THE DATA WE PROCESS?**

The Greenwich Blue Coat Foundation uses the data collected solely for the purpose of Trustees considering the eligibility of applicants to receive an award from the Foundation. Data may be processed and viewed by staff, trustees and volunteers in the course of this process (all of whom work in accordance with this privacy policy) and will be retained only for as long as is reasonable and permissible in law. You, as the data subject, may request deletion of your data at any time in writing, subject to any overriding legal requirement for its retention.

## YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA

You may request details of personal information which we hold about you. Any such request must be submitted in writing. You may choose to restrict the collection or use of your personal information, but this may mean that Trustees will be unable to consider your application for an award.

You may, at any time, change your mind about what information we hold about you, or if we continue to hold it at all, subject to any legal obligation on the Greenwich Blue Coat Foundation to retain data.

You are responsible for the accuracy of data you have provided to the Greenwich Blue Coat Foundation. If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible. We will correct promptly any information found to be incorrect.

We may use your personal information to obtain references from referees you have nominated. We will not share data with any other third parties.

You can obtain further information about Data Protection and privacy laws by visiting the Information Commissioner's website at: <https://ico.org.uk/>

## SECURITY

The Greenwich Blue Coat Foundation is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we process. Persons processing data on behalf of the Greenwich Blue Coat Foundation do so in accordance with this policy and on the basis that the Greenwich Blue Coat Foundation is satisfied that they can and will adhere to our high standards for data protection and security.

The transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

## WEB BROWSING AND COOKIES

The Greenwich Blue Coat Foundation does not currently have its own website. It has a page on [www.bluecoathistory.co.uk](http://www.bluecoathistory.co.uk). This site does not currently use cookies\*. However, this may change in the future, and any such changes will be reflected in our privacy policy.

\*A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

## CONTACT

If you would like a copy of the information held on you, or if you believe that any information we are holding on you is incorrect or incomplete, please write to us at the address below. We will correct promptly any information found to be incorrect.

M.I. Baker  
Clerk to the Trustees  
136 Charlton Lane  
London  
SE7 8AB