



# Bexhill Trust

## GDPR & Confidentiality Policy

This policy provides information on who the Bexhill Trust will hold data on, including when data will be shared and when it will remain confidential.

By applying to the Bexhill Trust for a grant individuals and organisations will be required to provide specific information for the application to be assessed. By completing the application form and submitting it individuals and organisations are granting permission for the Clerk to the Trust to use the information contained to present the application to the Bexhill Trust members for consideration. However, the Clerk will protect specific personal / sensitive information where it is not relevant to the application being considered. Any personal information being shared will be disclosed by the Clerk in advance and all applications may see a copy of the information being used to present their application to the Trustees.

Trustees are expected to ensure the confidentiality of any individuals in receipt of a grant.

### Definition of Personal Information

The Bexhill Trust considers the following information as personal information about an individual.

- Name
- Address
- Email
- Phone number
- Age
- Sex
- Marital status
- Race
- Nationality
- Religious beliefs
- Financial status / information

### Applications from Organisations

The Bexhill Trust considers the following information as sensitive for organisations and may be treated as confidential.

- Financial data
- Project proposals that are in competition with other organisations
- Personal details of owners / shareholders / staff etc...

## **Definition of Confidential Information**

- Any information shared with the Bexhill Trust that is deemed by the organisation or individual providing it as being confidential.

## **Policy**

The Bexhill Trust will ensure the security and confidentiality of personal data through the following.

- a. All personal data will only be kept for the purpose of a grant issue.
- b. Any personal data will be saved on a standalone PC with security in place
- c. The Clerk to the Trust will ensure only information relevant to the grant process will be disclosed to Trust Members with all personal applications anonymised prior to consideration.
- d. No applications for funding from individuals will be shared outside of the Trust without prior written consent.

The Bexhill Trust will ensure the security and confidentiality of organisations data through the following.

- a. Organisations applying for funding will be disclosed with Trust members, however sensitive information to be shared will be confirmed and agreed with the organisation by the Clerk in advance.
- b. Organisation's data will not be shared outside of the Trust without prior written consent.

## **Duration**

The Clerk will maintain a record of all successful grant awards, containing the name of the recipient / organisation and a brief description of the grant for a period of 7 years after the award of the grant. Any requests for funding that are not awarded a grant will have all their data removed from the Trust files within 1 year of application.

## **Publicity**

Prior to any publicity the Clerk to the Trust will obtain written consent from any person or organisation to disclose any details regarding the applicant.