

GRANT APPLICANT AND RECIPIENT PRIVACY NOTICE

We, Cathedral Music Trust ('the Trust'), collect and process data relating to grant applicants as part of our application process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the data of our grant applicants and recipients, as well as your rights in respect of such data.

WHAT INFORMATION DOES THE TRUST COLLECT AND HOW?

The Trust collects information to allow us to manage and process our grant schemes. This may include:

- names, addresses and contact details, including email addresses and telephone numbers.
- financial information about your organisation.
- in the case of Chorister Support Grants, the personal details (including sensitive financial information) of individuals or families on whose behalf you are applying for a grant.
- brief biographical information about music leaders whose work may be funded by a grant.
- photographs, video and audio recordings supplied by you in support of your application.

If you are awarded a grant we will also collect:

- bank details to facilitate the payment of your grant.
- photographs, audio and video recordings of the work funded by our grant.
- feedback from participants in activities funded by our grant.

You are responsible for confirming you have the written agreement and permissions of any individuals identified in your application to pass their information to the Trust.

We collect this information via our online application and grant monitoring forms. We use a service provided by JotForm to manage this process. JotForm is a company registered in the United States and we have signed a Data Processing Addendum offering contractual terms that meet GDPR requirements.

We may also collect personal data from third parties, such as referees.

Data will be stored in a range of different places, including on your application record, in our data and document management systems and our email system.

WHY WE NEED THIS INFORMATION

The Trust collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

The Trust has a legitimate interest in processing data during the grant application process and for keeping records of the process. If you are awarded a grant, we process data to fulfil our contract with you.

Processing data from grant applicants allows us to manage the application process, assess the applications and decide to whom to offer grants. It also enables us to manage or monitor any grant awarded and carry out related administration or research.

We may also contact you in relation to something separate to your application but for a reason we believe to be of legitimate interest to you and/or your organisation, such as new grant schemes that we might develop.

In some cases, we need to process data to ensure that we are complying with our legal obligations, for example, when submitting our annual report and accounts to the Charity Commission.

WHO HAS ACCESS TO DATA?

Your data will be managed internally by our staff and volunteers and by third-party contractors who provide services to the Trust. Your application will be reviewed by our Grants Committee, which comprises Cathedral Music Trust Trustees and other volunteers and may include representation from external organisations.

If you are awarded a grant, the value of the award and the name of the organisation to which it is made will be published on the Trust's website, in our annual report and accounts and on social media. In the case of Chorister Support Grants, names of supported choristers will not be disclosed.

In some circumstances we may share relevant information with other funding organisations to use in their own assessment of applications and management or monitoring of grants awarded.

We may also share information for the following purposes:

- We will share your personal data with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- We may need to share information with regulators, such as the Charity Commission or Information Commissioner's Office, or with other government bodies such as HMRC. In some cases, we will have a legal obligation to provide the information. Where no legal obligation exists, we may be transferring the

information for the purposes of a public task in the public interest, or on the basis of the legitimate interests of the Trust or the body making the request.

- If ever, in the future, we are considering restructuring or expanding the Trust, we may share your information with the other parties involved and with the relevant professional advisors. This is for our legitimate interest in ensuring that the Trust continues to fulfil its objects.
- If we have a legal obligation to do so or for the purposes of fraud protection and credit risk reduction.
- We may share your personal data with third party service providers who act on our behalf such as IT services providers, as detailed above.

We will only share your information with other people and organisations where we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally. Where possible, we will make you aware of this, and if appropriate, will seek your prior consent. However, you should be aware that it will not always be possible or appropriate to seek such consent.

HOW DOES THE TRUST PROTECT DATA?

The Trust takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

FOR HOW LONG DOES THE TRUST KEEP DATA?

Your full application, grant acceptance agreement and any monitoring forms you complete will be retained on our system for six years. After that time, we will retain the basic details of your application (i.e., the date of the application, the fund applied to and the sum applied for) together with the outcome of your application. At this point, any sensitive personal data we retain will be anonymised.

YOUR RIGHTS

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request
- require the Trust to change incorrect or incomplete data
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing

- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact enquiries@cathedralmusictrust.org.uk

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

WHAT IF YOU DO NOT PROVIDE DATA?

You are under no statutory or contractual obligation to provide data to the Trust during the application process. However, if you do not provide the information, we may not be able to process your application.

AUTOMATED DECISION-MAKING

No decision will be made about you on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement).

TRANSFERS OUTSIDE OF THE UK

In certain circumstances we will send your information to countries outside the UK, where the level of protection for personal data is not deemed to be as high as that in the UK and the European Union.

We use cloud computing providers that store information outside the UK. We have agreements in place with these providers in order to ensure that there is adequate protection for your data.

This privacy notice was published in January 2021 with minor amendments in December 2021