



The Old Stoic Benevolent Trust

Privacy Notice for Applicants

The following section is to help you to understand how the Old Stoic Benevolent Trust (the Trust) uses the information which we hold about you. The Trust is separate from the Old Stoic Society and from Stowe School. If you have any questions about this notice please contact the Old Stoic Benevolent Trust on 01280 818252 or osbt@stowe.co.uk

What information do we hold about you?

We will use the information which you provide on this form and which is included in any other documentation that you provide to us. For example, you may send us bank statements and utility bills.

We may also use information held about you by the Old Stoic Society and Stowe School. For example, your dates of attendance or employment at Stowe School to check that you are eligible to apply for a grant.

Why do we use your information and what is our lawful basis?

Our primary reason for using your information is to assess your application for a grant, to correspond with you about its progress, and if applicable, to provide you with a grant. Such processing is necessary for our legitimate interest in managing the application process and fulfilling our charitable purposes. We also consider that this processing is necessary for a task in the public interest.

We will also use your information to comply with our legal and regulatory obligations. Our lawful basis for this processing is that it is necessary to comply with our legal obligations. We also have a legitimate interest in ensuring that we satisfy our regulatory and legal obligations. For example:

- we may need to carry out due diligence checks on you to make sure that the Trust's funds are being used appropriately. This may involve checking your identity and connection with Stowe School to make sure that you qualify for a grant; and
- if you receive a grant we may need to check how the funds have been used. For example, we may ask you to provide us with receipts for purchases.

Sharing your information outside of the Trust

We appreciate that the information you provide (for example, when you complete your application form) is sensitive and confidential. We will therefore only share this information outside of the Trust where we have a good reason for doing so and our sharing complies with data protection law.

We may share your information as follows:

- to fulfil our obligations to the Charity Commission who regulate our activity. This use of your information is to comply with our legal obligations and for our legitimate interest in making sure that we satisfy our regulatory and legal obligations;
- to seek advice from our lawyers or other experts. Such processing is necessary for our legitimate interest in making sure the Trust is well run and that we comply with our legal and regulatory obligations;
- to notify our insurers of relevant incidents. This is necessary for our legitimate interest in complying with our agreement with our insurers and making sure that we have insurance cover; and
- to assist the police in exceptional circumstances regarding the prevention and investigation of crime and the prosecution of offenders. Such processing might be necessary to comply with a legal obligation and for our legitimate interest in co-operating with the police.

Our legal bases for using more sensitive information about you

We must comply with an additional legal basis where we process special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health information, and information about sex life or orientation.

In most cases we will rely on it being necessary for reasons of substantial public interest for us to use this type of information. This is also the case if we use information about criminal convictions and offences.

For how long do we keep your information?

We will retain your information for as long as necessary to fulfil the purposes outlined above. This will usually be for 6 years.

However, in exceptional circumstances we may retain your information for a very long time. For example, if we consider that it might be required in relation to legal claims.

Further information

Please see the Privacy Notice for Old Stoics, Former Staff and Former Parents for further information. Specifically, to find out what rights you have in your personal information and how to contact the supervisory authority (the Information Commissioner's Office) if you have any concerns. This privacy notice can be found at www.stowe.co.uk/policies