Personal Data Policy for Prime Foundation Grant Applicants

This policy outlines how we retain and process applicant data in compliance with GDPR and ensures that we can respond effectively to any potential audits by the Charity Commission.

We will ensure all personal data is handled securely, and applicants will always have the opportunity to manage their preferences regarding communication with us subject to the below conditions. We will only request the minimum amount of data that we require in order to consider your application and retain it in order to respond to any statutory or audit requirements.

Grant Recipients

Grant recipients are required to remain contactable for a minimum of six months beyond the completion of their project and beyond this until they have submitted their final report, as per their terms and conditions agreement.

In cases where the project has been delayed, or ultimately if the grant recipient is unable to complete the project as agreed, the Prime Foundation has the right to contact the grant recipient to agree how the situation can be resolved. Once an agreement has been reached a final project report must be submitted or any funding repaid.

Subject to the above considerations, a grant recipient can opt out of further communications from the Prime Foundation and request their personal data be deleted. If no such request is made, the Prime Foundation will keep their data on file for a maximum of 6 years following receipt of a final project report. In cases where ongoing communication has continued due to reasonable grounds; for example, visits or volunteering excursions have taken place within the past year or the grant recipient has contacted the Prime Foundation with a project update, the period of 6 years will be calculated from the last contact date.

Unsuccessful Applicants

For unsuccessful applicants, we will retain their personal data for no longer than one year from the date of the application funding round deadline.

Details of the application process, including the application form and scoring document, will be retained for future reference. To ensure privacy, any personal details in these documents will be removed. Contact information that is publicly accessible (e.g., a general work email address or switchboard number) do not need to be removed.

Unsuccessful applicants have the right to withdraw consent to be contacted at any time.

How do grant recipients and unsuccessful applicants know they can opt out?

The application form will have the above policy summarised.

Any emails sent to applicants, successful and unsuccessful, will have at the bottom; "If you are not currently completing a Prime Foundation funded community project and you wish to

stop receiving emails from the Prime Foundation, then please reply to this email with the word "UNSUBSCRIBE" in the header and your contact details will be deleted from our database".