



Wheatley Foundation Bursary – Privacy Notice

A Wheatley Foundation bursary is a grant that customers living in our homes can apply for to support them to achieve their educational goals and help them on the career path they wish to undertake.

What we need

Wheatley Foundation (the Foundation) will be a "controller" of the personal information that you provide to us in this application form.

When you apply for a bursary, we will ask you for the following personal information:

- Contact details – name, address, email address, telephone number;
- Date of Birth;
- Information on your personal circumstances;
- Information on your financial circumstances;
- Information on the course you would like support with; and
- A personal statement outlining why you are applying for a bursary.

If you are successful in your application to the Foundation for a bursary we will ask you for the following additional information:

- Bank details – account number and sort code
- Student ID or matriculation number

Why we need your personal information

We need to collect your personal information so that we can assess your eligibility for a bursary and if you are successful in your application to manage your bursary.

We will use your personal information to:

- Assess your eligibility for a bursary against our awarding criteria;
- Monitor your compliance with the requirements of your course; and
- Process your bursary payments.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to assess your eligibility for a bursary from the Foundation.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example,

- To participate in our annual survey of successful candidates
- To provide a case study highlighting the impact of the bursary

Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If you are successful in your application we will share some off your personal information with your college or university in order to confirm your continued attendance and participation in your course.

We may also be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the local authority, DWP, HMRC, etc. for the purposes of benefit or tax enquiries.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Wheatley Foundation employs third party suppliers to provide services, including IT etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers which are based in the UK and is accessed by our employees for the purposes set out above.

How long we keep your personal information

We will keep your personal information for as long as is necessary to assess your bursary application; to monitor compliance with course requirements and to process payments to you. We will keep limited data (name, address and course details) for

successful bursary recipients for a minimum 5 year period to satisfy awarding criteria and in order to consider any future reapplications for funding from successful beneficiaries. All other personal information collected on a bursary beneficiary will be deleted on the completion of the course.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This details the different retention periods and you can request a copy by contacting us at TheAcademy@wheatley-group.com.

Your rights

You can exercise any of the following rights by writing to us at TheAcademy@wheatley-group.com.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by the Foundation will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk