

WROCKWARDINE PARISH COUNCIL

Clerk: Mr. M.S.J. Goldstraw, Regent Villa, London Road, St. Georges, Telford, TF2 9LH
Tel: 01952 458006

GRANT APPLICATION FORM

*Grants may be applied for annually after 1st April and are awarded in July and March.
Only one grant per organisation will be awarded in any one financial year.*

NAME OF ORGANISATION -----

NAME AND ADDRESS OF CONTACT -----

WHERE DOES THE ORGANISATION MEET? -----

WHAT ARE THE AIMS OF THE ORGANISATION? -----

WHAT DO YOU REQUIRE THE FUNDS FOR? -----

HOW MUCH ARE YOU APPLYING FOR? -----

(N.B. Applications are limited to £200 in the Parish area - £50 outside).

PLEASE LIST OTHER ORGANISATIONS APPLIED TO FOR FUNDING

TO WHOM SHOULD CHEQUES BE MADE PAYABLE?

(N.B. Cheques cannot be made payable to individuals).

SIGNED----- Chairman

SIGNED----- Treasurer

A COPY OF YOUR LATEST ACCOUNTS OR BANK STATEMENT SHOULD BE ENCLOSED, OTHERWISE
THE APPLICATION CANNOT BE CONSIDERED.

PLEASE STATE WHERE APPLICABLE THE NUMBER OF PEOPLE FROM THIS PARISH WHO ARE
MEMBERS OF YOUR ORGANISATION.

*If accounts do not exist, or it is not considered practical to produce them as part of
this application, please supply a breakdown of how you propose to spend any grant
money given to you by the Council.*

Grants Privacy Policy

Your personal information is being processed by Wrockwardine Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include:

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person named in the grant application form.

Who the information may be shared with

We will not need to share this information with any third party.

Retention policy

Retention Period	All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none">• application forms
Where stored:	Electronic, paper
Authority:	Wrockwardine Parish Council
Information Asset Owner:	Parish Clerk
Location Held:	Laptop and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at peter@dmpayrollservices.co.uk.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: