**DUNBARTONSHIRE EDUCATIONAL TRUST**

**APPLICATION FORM**

|  |  |
| --- | --- |
| Full Name of Applicant |  |
| Date of Birth of Applicant |  |
| Address of Applicant |  |
| Email Address of Applicant |  |
| If you are applying on behalf of a child (aged under 16), or a young person (aged 16-18), please state their full name, date of birth and address. |  |
| Amount of funding sought. (Please note that the maximum award is £750.) |  |
| **If the Applicant gives incorrect information to the Trust, or withholds information requested by the Trust, or fails to fulfil any Conditions of Award, the Trust shall have the right to recover all of the funds which it has paid to the Applicant.** | |
| Reason for Application (Please give a description of the purpose for which you are seeking the award). |  |
| Are you to receive, or have you applied for, or do you intend to apply for, any other financial assistance for the purpose for which you are seeking an award from the Trust? (If yes, please give details including amounts). |  |
| Have you previously applied for assistance from the Trust? (If yes, please give details of your application and the outcome). |  |
| Please give details of any exceptional circumstances which you wish to be taken into consideration. |  |
| **I hereby certify that the information given by me is correct and I hereby confirm that I will fulfil all of the Conditions of Award.** | |

**Signature: Date:**

**Conditions of Award**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A.**  **1.**  **2.**  **3.**  **4.**  **5.**  **6.** | **General**  The award can only be used for the purposes outlined in your application.  The Trust’s liability to pay the award to the applicant. All other liabilities or claims are the applicant’s responsibility.  After the award has been made, the Trust may ask the applicant to give information or details of financial records to the Trust and may ask the applicant to make items which have been bought available for inspection. If the applicant is asked for this information, it must be provided.  The applicant must normally spend the award within 12 months from the date it was approved. For equipment, this should be spent within a 6 month period. If the details of the project change, the applicant must let the Trust know when the award is accepted or as soon as circumstances change from the original proposal.  In the case of purchasing equipment, invoices or receipts should be submitted within 14 days of purchase.  If the applicant spends less than the amount of the award, the surplus must be repaid to the Trust. |  | **B.**  **7.** | **Specific**  Other conditions may also be imposed by the Trust. |

Privacy Notice

Who we are

The Dunbartonshire Educational Trust is made up of trustees from the four Councils existing in the former Dunbartonshire area, namely East and West Dunbartonshire, North Lanarkshire and Argyll and Bute. The Trust itself is administered by West Dunbartonshire Council.

Information will principally be held by West Dunbartonshire Council, however, may be shared with the other named Councils where an application requires to be considered by a meeting of the trustees.

Details of the Councils are as follows:-

West Dunbartonshire Council, is a local authority established under the Local Government (Scotland) Act 1973 and having its principal place of business at 16 Church Street, Dumbarton, G82 1QL

East Dunbartonshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its principal place of business at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ.

North Lanarkshire Council is a local authority constituted under the Local Government etc. (Scotland) Act 1994 and having its principal place of business at Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

Argyll and Bute Council is a local authority established under the Local Government (Scotland) Act 1973 and having its principal place of business at Argyll and Bute Council, Governance and Law, Kilmory, Lochgilphead PA31 8RT.

Why do we need your personal information and what do we do with it

You are giving us your personal information to allow us to determine whether you are eligible to receive grant funding support and to administer that grant funding. We will also use your information to verify your identity where required, contact you by post, e-mail or telephone and to maintain our records.

Legal basis for using your information

Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you). If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

The Local Government (Scotland) Act 1973 (to ensure proper administration of the Council’s financial affairs (including the detection and/or prevention of fraud)

The Public Finance and Accountability (Scotland) Act 2000 (to carry out data matching exercises to assist in the prevention and detection of fraud and other crime)

Who do we share your information with

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as other local authorities or HMRC and will do so where the law requires this. In order to meet our legal obligations and to promote openness and transparency around the use of public funds, grant support recipients should be aware that details of these payments may be disclosed. This disclosure may include the name of the payee and the date, sum and subject of the payment. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Privacy Policy and covered in full on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your information may also be shared with East Dunbartonshire, North Lanarkshire, and Argyll and Bute Councils were an application requires to be considered at a meeting of the trustees.

How long do we keep your information for

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. The information you provide will be held for a period of seven years after your grant support application is received.

You have the right to

• Access Personal Data Held About You

You have the right to access the personal data the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR. You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found on:-

* North Lanarkshire Council: <https://www.northlanarkshire.gov.uk/your-council/managing-information/subject-access-requests>
* Argyll and Bute Council: <https://www.argyll-bute.gov.uk/my-council/data-protection>
* East Dunbartonshire Council: <https://www.eastdunbarton.gov.uk/residents/council-democracy/subject-access-request>
* West Dunbartonshire Council: <https://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-freedom-of-information/data-protection/>

• Rectification of Personal Data

You have the right to request the Council correct any personal data held about you that is inaccurate.

• Erasure of Personal Data

You have the right to request that the Council deletes personal data about you. This is known as the right to be forgotten. You can request erasure of personal data in certain circumstances for example: i) the personal data is no longer necessary for the purpose it was collected; ii) it is being processed unlawfully; iii) the personal data has to be erased due to a legal obligation the Council is subject to.

• Restrict Processing

You have the right to request that the Council restrict processing your personal data if: i) you think the personal data is inaccurate; ii) the processing is unlawful; iii) the Council no longer needs the personal data but you may need it for legal purposes; or iii) you object to the Council processing for the performance of a public interest task or the official authority vested in the Council.

• To Object

You have the right to object to the Council’s use of your personal data. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

Information you have given us about other people

If you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information tous. We will only use this information to process and administer your claim. If they want any more information on how we will use their information they can visit our Privacy Notice Page.

Complaints

We aim to directly resolve all complaints about how we handle personal information. The Council’s Data Protection Officer is Alan Douglas who can be contacted on the below noted details:

Data Protection Officer

Municipal Buildings,

Dumbarton,

G82 1NR

Scotland

[dataprotection@west-dunbarton.gov.uk](mailto:dataprotection@west-dunbarton.gov.uk)

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit the Information Commissioner's Office website for more information.