

**Hall's Exhibition Foundation
Snettisham**

www.hallsfoundation.co.uk
Registered Charity No. 325128

Administrator

Mrs Hilary Wheel

Tel 07816 078942

8 Railway Road,
Downham Market,
Norfolk, PE38 9EB

ABOUT YOU

Educational Course / Visit Grant Application

Surname _____ Forenames _____

Name of Educational Establishment You Attend _____

Date of Birth _____ Age _____ School Year _____

Course/Training being followed _____

Name of Parent or Guardian _____

Address _____

Tel: No. _____

Post Code _____

Mobile: _____

Years resident in Snettisham _____

Email address for communication _____

ABOUT YOUR APPLICATION

Name of Course/Visit _____

Purpose of Course Visit _____

Full Cost of Course _____ Cost of Travel Component of Course _____

Date of Course _____

Have you applied for a grant elsewhere? _____

Please give any further information you may think of value _____

How do you hope to benefit from the course/visit? _____

APPLICATION FORM

This application form can only be accepted when submitted with a copy of the official letter regarding the Course/Visit you are applying for help with. Where such a letter does not exist, you will need to obtain one.

Conditions

1. Grants are awarded at the discretion of the Trustees
2. The grant is returnable if the course is not attended or cancelled.
3. All applicants must fully reside in Snettisham and have lived here for at least 1 year.

Cheque made payable to? _____

I accept the above conditions

Signed _____

Date _____

General Data Protection Regulations

This form must be completed and attached with your first grant application form each year

Use of Personal Data

This privacy notice lets you know what happens to any personal data that you have given, and it also applies to where we collect it.

1. What kinds of personal information about you do we process?

Personal and Contact details such as full name, address, your date of birth, age, contact details, how long you have lived in Snettisham and to what educational establishment you are attending

2. How Long Do We Keep your Data?

All annual personal documentation is kept in paper file format for a period of 18 months before being securely destroyed. No personal emails are kept on a data base.

3. Where and Why is it Collected?

Personal information is collected from you or from a Parent/Guardian.

We collect the information for assessing an application in line with the Foundation's guidelines for grants. All personal data is securely stored.

4 What are your rights under Data Protection Laws?

Under new data protection laws (2018) you have the right to :-

(i) be informed **(ii)** have information **(iii)** to object to or restrict processing information **(iv)** have information erased **(v)** request access to information

Action Required

I **Do / Do Not*** give my consent to the Hall's Foundation collecting personal information and to receiving any relevant information and application forms concerning grant applications.

For pupils Under the Age of 18 the consent must be given by a Parent or Guardian

Name of Parent/Guardian _____

I give my consent / I do not give my consent*

* Please circle the relevant responses above.

Date ____ / ____ / 20____