Dear Applicant,

Newby Trust is a grant making charity that provides small grants to individuals. If your support worker makes an application to us on your behalf we need to obtain your express consent to receive, keep and use sensitive personal information about you.

Sensitive personal information is certain types of information about you such as: ethnicity, racial origin, sexual orientation, criminal record, physical or mental health or disability.

We collect such personal information in order to assess a grant application submitted on your behalf.

We will not share this information with any other person unless we are legally obliged to do so.

We only keep this information for as long as we need to for the purpose of the application.

We make sure we keep the information secure and comply with legal rules that are in place so we can process this information safely.

You can ask us to tell you what personal information we hold about you.

I give my fully informed consent for Newby Trust to receive, keep and use my personal and sensitive personal data.

Signed:

Name (printed)

Date: