

INFORMATION AUDIT – Organisation Grants (Alms and Education charities)

This Information Audit applies to the Alms and Education charities. Both charities use an online application form for organisational grants but the majority of information is about the organisation rather than personal information.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects' interests	Shared with anyone	Storage of Data	Duration of retention
<u>Main Contact</u> Full Name Job Title Telephone Email	To contact them in relation to their grant (assessment, monitoring, management etc). To email them information about grants scheme & invite to relevant events.	Necessary for the legitimate interests of the organisation. Consent.	Impact on data subjects' rights & freedoms is very low. Processing is in data subjects' interest.	Directors	Formstack as initial online form software. Salesforce as grants management software. Mailchimp for newsletter contacts. Office 365 Outlook.	Retained whilst they are a grant recipient & for 1 year after the grant ends. If they leave role then info will be deleted immediately. Newsletter – retain unless leave role or request unsubscribe.
<u>Multi-year grants applications</u> – delivery contact name & title	To assess their skills & experience to undertake the role identified within the project. To email them information about grants scheme & invite to relevant events.	As above	As above	None	As above	Retained whilst the organisation is a grant recipient and for 1 year after the grant ends. This information will be removed from the application.

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<u>Schools/ partner info</u> – Full name & contact details of school liaison	To contact them to confirm school/partner participation in the project. To email them information about grants scheme & invite to relevant events.	As above	As above	None	As above	As above