

INFORMATION AUDIT – Individual Grant

This Information Audit applies primarily to the Alms Charity but the Education Charity has occasionally made individual grants. The application form is shared with St Andrew’s Holborn as we contract with them to undertake grant assessments on our behalf. A summary of each application is shared with sub-committee of Trustees to enable them to make a decision about whether to award a grant. A quarterly report is shared with Trustees, summarising the number of grants awarded, the amount awarded and paid, and what the grant was for. Both of the latter reports use initials rather than full names, but are not totally anonymous.

Information gathered & retained	Purpose of processing	Legal basis for processing	Assessment of data subjects’ interests	Shared with anyone	Storage of Data	Duration of retention
Application Form						
Full Name Address (previous address) Telephone Email	To contact applicant about their application. To arrange delivery of new appliances or furniture.	Necessary for the legitimate interests of the organisation.	Impact on data subjects’ rights & freedoms is very low. Processing is in data subjects’ interest.	St Andrew’s Holborn – who undertake grants assessment. C Supplies or another supplier.	All paper records are scanned & shredded. Electronic files & emails are stored on Office 365.	The grant report & offer letter will be kept for 7 years as they are financial records. The detailed information in the application for will be deleted after 2 years. A record of grants awarded is kept to monitor future applications in line with grants policy.

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Speak English?	To understand whether a face to face meeting is possible, or if assistance/interpreter is needed.	As above	As above	St Andrew's Holborn	As above	As above
Date of Birth Nationality Status Employment status	To determine your eligibility for benefits. To understand your household situation & assess application for grant.	As above	As above	St Andrew's Holborn	As above	As above
Children – age, name & school	To determine your eligibility for benefits. To understand your household situation & assess application for grant.	As above	As above	St Andrew's Holborn	As above	As above
Other people living at the address	To determine your eligibility for benefits. To understand your household situation & assess application for grant.	As above	As above	St Andrew's Holborn	As above	As above

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Financial Info – income, expenditure, savings & debt	To understand your household situation & assess your application for grant. To determine your eligibility for subsidised schemes.	As above	As above	St Andrew's Holborn. C Supplies/ subsidised schemes.	As above	As above
Reason for application & grant request	To understand your household situation & assess your application for grant.	As above	As above	St Andrew's Holborn	As above	As above
Previous grant	To understand your household situation & assess your application for grant.	As above	As above	St Andrew's Holborn	As above	As above
Application to other charities	To understand your household situation & assess your application for grant.	As above	As above	St Andrew's Holborn	As above	As above
Third party information	To contact them about the application, if necessary.	As above Also ask for consent.	As above	St Andrew's Holborn	As above	As above
Energy Supplier	To determine eligibility for subsidised scheme.	As above	As above	C Supplies/HEART Scheme	As above	As above

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Grant Awarded – amount & what for	To keep appropriate records of grant making. To monitor future applications in line with grants policy.	As above	As above	Trustees	As above	A record of grants awarded will be kept in perpetuity, although this includes minimal information.