

Privacy Policy

Cowley Endowed Schools Foundation · Registered Charity No. 527291

Version 1.0 · Last updated: 17 August 2026

1. About this policy

The Cowley Endowed Schools Foundation (“the Foundation”, “we”, “us”, “our”) is a registered charity that provides educational grants to young people from Donington and the neighbouring parishes. This policy explains what personal information we collect through this website, why we collect it, who we share it with, how long we keep it and what rights you have over it.

We are the **data controller** for the information described in this policy. That means we decide how and why your information is used. We handle personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Please read this policy before you submit an application or send us any personal information.

2. How to contact us

If you have any question about this policy, or about how we handle your information, please contact the Clerk to the Foundation:

Clerk to the Foundation

Sarah Phillips
2 Plough Row
Deeping St Nicholas
Spalding
PE11 3EW

Email: info@cowleyfoundation.com
Telephone: 07484 724007
Registered Charity No. 527291

3. The information we collect

3.1 When you apply for a grant

Our online application form asks you for:

- your name, date of birth, home address and postcode;
- your email address and contact telephone number;
- the village or parish you have lived in, and how long you lived there;
- the primary and secondary schools you attended;
- the name and address of your college, university or employer, the title of your course and how long it runs;
- the level of grant you are applying for, and how you would use it;
- whether you have applied to the Foundation before, and if so how many times;

- the account holder name, bank or building society, sort code and account number for the account into which a grant would be paid;
- your declaration that the information you have given is true, and the date you gave it.

3.2 Supporting evidence

We ask you to email us a document confirming your enrolment or attendance — for example an admissions letter, an attendance record or a reference from a tutor or employer. Documents of this kind sometimes contain information beyond what we have asked for, such as a student reference number or details of your finances. Please send only what is needed to confirm your enrolment, and feel free to obscure anything else before you send it.

3.3 When you contact us

If you email, write or telephone us with a question, we collect your name, the contact details you use and the contents of your message, so that we can reply and keep a record of what was discussed.

3.4 Information collected automatically by the website

Like most websites, our web server keeps a log of visits. This may include your IP address, your browser type, the pages you looked at and the date and time you looked at them. These logs are kept by our hosting provider and are used to keep the site running and secure. We do not use them to identify individual visitors.

4. Why we use your information, and our lawful basis

Data protection law requires us to have a lawful basis for using your information. Ours are set out below.

What we use it for	Information used	Our lawful basis
Assessing your application against the Foundation's eligibility criteria and deciding whether to award a grant	Your personal details, residency, schools attended, current course and previous applications	Legitimate interests — we cannot assess an application fairly without it. Where a grant is awarded, processing is also necessary to take steps at your request before entering into an agreement with you.
Contacting you about your application	Your name, email address and telephone number	Legitimate interests — keeping applicants informed about their own application.
Paying a grant that has been awarded	Account holder name, bank or building society, sort code and account number	Performance of an agreement with you, and our legitimate interest in paying awards accurately and to the right person.
Keeping proper accounting and grant records	Details of the award and the payment made	Legal obligation — charity and tax law requires us to keep financial records.
Answering enquiries	Your name, contact details and the content of your message	Legitimate interests — responding to people who contact us.
Keeping the website secure and working properly	Server log data	Legitimate interests — protecting the site and the information submitted through it.

5. Information we do not ask for

We do not ask for “special category” information — that is, information about your health, disability, race or ethnicity, religion, sexual orientation, political opinions or trade union membership — and you do not need to provide any of it to apply. Please do not include information of this kind in your application or in your supporting evidence. If you do send it to us, we will use it only in connection with your application, and we will remove it from our records where we can.

6. Bank details

We ask for bank details so that a grant can be paid to you by BACS if your application is successful. The account must be in your own name.

- We use your bank details for one purpose only: paying your grant.
- We never use them for any other purpose, and we never share them for marketing.
- Access to submitted applications is restricted to the Clerk and to the trustees who need to see them.
- Once payment has been made, we remove your sort code and account number from our records, keeping only the fact that a payment was made, its amount and its date.

7. Who we share your information with

We do not sell your information, and we do not share it with anyone for marketing. We share it only where we need to:

- **The Clerk and the trustees of the Foundation**, who assess applications and decide on awards.
- **Our bank**, in order to make a payment to you.
- **Our website host and software providers**, who store the site and the form submissions on our behalf. They act on our instructions and may not use your information for their own purposes.
- **Our email provider**, which carries messages between you and the Foundation.
- **Our professional advisers** — for example our solicitors, accountants or independent examiner — where they need to see records as part of their work for us.
- **Regulators and public authorities**, such as the Charity Commission or HM Revenue & Customs, where we are required by law to provide information.

8. Where your information is held

Applications submitted through this website are stored on the website’s hosting platform. Correspondence is held in the Foundation’s email accounts. Both are held on servers within the United Kingdom or the European Economic Area, where the same standards of data protection apply. We do not routinely transfer your information outside that area.

9. How long we keep your information

Record	How long we keep it	Why
Applications that were not successful	12 months after the decision	To answer any query about the decision, and to help us plan future grant rounds.

Record	How long we keep it	Why
Applications that were successful, and the record of payment	Seven years from the end of the financial year in which the grant was paid	Charity accounting and tax requirements.
Sort code and account number	Removed once the payment has been made	They are no longer needed after the grant has been paid.
Supporting evidence you send us	Kept with the application and deleted on the same timetable	It forms part of the assessment record.
General enquiries	12 months	To follow up on correspondence.

10. Cookies and website technology

We do not use advertising cookies, and we do not track visitors across other websites. The cookies used on this site are limited to those needed for it to work:

- **Form cookies.** Our form software may set a cookie to remember your progress through the application form and to prevent the same application being submitted twice.
- **Performance cookies.** Our caching software may set a cookie so that pages load quickly.
- **Administrator cookies.** If you log in to manage the site, WordPress sets cookies to keep you signed in. These are not set for ordinary visitors.

You can block or delete cookies through your browser settings. Blocking them may stop the application form from working correctly.

This site also loads its typefaces from Google Fonts. When a page loads, your IP address is sent to Google so that the fonts can be delivered to your browser. Google's privacy notice is available at policies.google.com/privacy.

11. Applicants under 18

Some of the people we support are under 18. We ask for the minimum information we need in order to assess an application, and we treat all applications the same way regardless of age. If you are under 18, you may wish to talk to a parent, guardian or teacher before you send us your personal and bank details.

12. Keeping your information secure

This website is served over an encrypted connection (HTTPS), so information you type into the application form is protected while it travels to us. Access to submitted applications is limited to the Clerk and to those trustees who need it, and is protected by individual accounts and passwords. We review who has access from time to time.

No system can be guaranteed completely secure. If something goes wrong and there is a risk to your rights, we will tell you and the Information Commissioner's Office as the law requires.

13. Your rights

Under UK data protection law you have the right to:

- ask for a copy of the information we hold about you;

- ask us to correct information that is wrong or incomplete;
- ask us to delete information we no longer need;
- ask us to restrict how we use your information while a query is resolved;
- object to our using your information where we rely on legitimate interests;
- ask us to transfer certain information to you or to another organisation in a machine-readable form; and
- withdraw your consent at any time, where we have relied on consent.

To exercise any of these rights, please contact the Clerk using the details in section 2. We will respond within one month. There is no charge. We may ask you to confirm your identity before we release information, so that we do not disclose it to the wrong person.

Please note that if you ask us to delete your information while your application is being considered, we may not be able to continue assessing it.

14. How to complain

If you are unhappy with how we have handled your information, please tell the Clerk first so that we have the chance to put it right. You also have the right to complain to the Information Commissioner's Office at any time:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113 · ico.org.uk

15. Changes to this policy

We may update this policy from time to time. The current version will always be published on this website, with the date it was last updated shown at the top. If we make a significant change to how we use application information, we will say so on the Apply Online page.

This policy was adopted by the trustees of the Cowley Endowed Schools Foundation on 17 August 2026 and applies to all information collected through this website.