**The Hilda Martindale Educational Trust**

**Privacy Policy**

The Hilda Martindale Educational Trust is administered by the governing body of Royal Holloway and Bedford New College and as such, Royal Holloway is the data controller.

We will use the data you provide in your application and further communications to enable us to process your application for an award from the Hilda Martindale Trust and administer any award made.

We process this data on the grounds of contractual obligation (the delivery of the award) or in order to take steps prior to entering into a contract (assessment of your application for the award).

Only the Secretary to the Trust (and their administrative team) and the Trustees will have access to the data you provide. Your data will never be shared with any other third parties for any reason.

Most personal data about you, including your personnel file, will be stored on servers within the UK or elsewhere within the European Economic Area (**EEA**).

On occasion it may be necessary for Royal Holloway or the Trust to transfer your personal data outside of the European Economic Area (EEA). This will only take place in circumstances where there are appropriate and adequate safeguards in place which incorporate appropriate assurances to ensure the security of the information and compliance with legislative and regulatory requirements.

Data contained within unsuccessful applications will be retained for a period of one year, following which it will be securely destroyed. Data contained within successful applications will be retained for a period of 7 years from the date of application, after which it will be securely destroyed.

You have the right to be informed about how we use your data. This policy details how we will use your data. Should you require further information you may do so either verbally or in writing, and we will respond within one calendar month.

You have the right to access any information we may hold about you. This includes the data you provided at the time of application and any subsequent information we may add to your application.

You have the right to correct any inaccurate information we may hold, and you may do so at any time by contacting us either verbally or in writing.

You have the right to request that we destroy any information about you that we may hold. You should be aware that if this data is required to process your application, then requesting its deletion prior to completion of any award would invalidate your application or any award that may be outstanding.

You have the right to request the restriction or suppression of your personal data. When processing is restricted, we may still store your personal data, but we will not use it. You can make a request for restriction verbally or in writing and we must respond within one calendar month.

If you have any questions about how your data is being processed, or to exercise any of the rights outlined above, please contact dataprotection@royalholloway.ac.uk

If you wish to complaint about how your data has been processed by The Hilda Martindale Trust or Royal Holloway and Bedford New College, you have the right to lodge a complaint with the Information Commissioner’s Office via [www.ico.org.uk](http://www.ico.org.uk)