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| **Queen Elizabeth’s Educational Foundation**  Registered Charity Number 1059656 | | |
| **Student Application For Funding** | | |
| **Personal Details** (Please Print) | | |
| Name |  | |
| Date of Birth |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| E-mail |  | |
| Date of leaving QE Academy Trust OR current year at school | |  |
| **Application Details** | | |
| Sum applied for | £ | |
| Purpose: |  | |
| 1. APPLICATION FOR A BURSARY (BOOK GRANT) | | |
| University |  | |
| Course |  | |
| Proposed dates |  | |

|  |  |
| --- | --- |
| 2. APPLICATION FOR FUNDING for an educational purpose, OR for an apprenticeship or practical training: Please give details below: | |
|  | |
| Have you applied previously? | YES / NO |
| I confirm I have read the Privacy Policy – please check box |  |

**Mike Langhorne,**

**Clerk to the Trustees,**

**Queen Elizabeth’s Educational Foundation,**

**53 Westernlea,**

**Crediton, EX17 3JE**

**Email:** [**qefoundation15@gmail.com**](mailto:qefoundation15@gmail.com)

QUEEN ELIZABETH’S EDUCATIONAL FOUNDATION

PRIVACY POLICY

1. **Personal data that we process**Student application for funding – Name, date of birth, address, telephone and email – you have given your active consent so that we can assess your application.
2. **How we use your data**We will only use your data in a manner that is appropriate considering the basis on which the data was collected, as set out above.

For example, we may use your personal information to:  
reply to enquiries you send to us;  
assess any applications for funding that you initiate.

1. **When we share your data**We will only pass your data to third parties in the following circumstances:

You have provided your explicit consent for us to pass data to a named third party;  
In order to administer the application/grant, data is shared with the Academy;  
We are required by law to share your data.

1. **How long we keep your data**We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete the data promptly once it is no longer required.  
     
   Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.
2. **Rights you have over your data**You have a range of rights over your data, which include the following:  
   Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this  
   You have the right to ask for rectification and/or deletion of your information.  
   You have the right of access to your information.  
   You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.