

School Fees Charitable Trust - Privacy Policy

Who we are?

The School Fees Charitable Trust. We are a grant making charity (Registered No. 1011711) which exists to support parents who have chosen to educate their children in private schools but have been adversely affected by unforeseen circumstances which impact their ability to continue funding that education.

Contact Details:

Trust Secretary - trustsecretary@sfctrust.org

What is personal data?

Any information which can be used either directly or indirectly to identify an individual

What personal data may we collect?

Information which enables us to determine whether you are eligible to receive a grant from us including, but not limited to, names, addresses, telephone numbers, email addresses, gender, marital status, health details, date of birth, occupation, financial information including bank details, identification details e.g. birth certificate, passport and/or driving licence, national insurance numbers.

How do we collect personal data?

We may receive personal data either from you directly by letter, email, telephone or application form or from third parties such as the School/s at which your child is, or children are currently being educated.

How do we use personal data?

We use personal data to communicate with you, carry out regulatory checks, meet our legal obligations, process your application and liaise with any necessary third parties during the progress of any award we may make to you.

How do we protect personal data?

We hold personal data in both hard copy and digital form. We take appropriate and proportionate technical and organisational steps to keep personal data secure, accurate and current. Unfortunately, the internet is not 100% secure and we accept no responsibility for any loss of data which is sent to us electronically.

How long do we keep personal data?

We keep your personal data for only as long as we need it. That will be at least until the end of any application has been considered, award is still in progress or is necessary for us to comply with any legal or regulatory obligations.

What are your rights?

You have a right to be informed about the data we hold for you and may ask us to provide details of it to you. If you wish to see what personal data we hold for you, we will not charge you and we will respond to you within 28 days.

You can ask us to delete any personal data in certain circumstances (for example if it is no longer necessary for us to hold it).

Please feel free to contact us if you wish to discuss any matters concerning your personal data. If you are not satisfied with the response you receive, you may appeal to the Information Commissioner whose contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Web: www.ico.org.uk