General Data Protection Regulation 2026

Privacy Policy

Data Retention Policy

1. Lawful Basis

1.1 The Lawful Basis for The Campbell Burns Metabolic Trust processing Data is Legitimate Interest. Processing of applications has a clear benefit to the application, has a limited privacy impact upon the application, and it is reasonable for the Trust to use the data in order to decide upon the awarding of a grant. Data will be stored in line with the Trust's Data Retention Policy.

1.2 Applicants are asked to sign two declarations:

- That they consent to us using the data entered on the application form in order for the charity to process their application and they give us explicit consent to process their Special Category Data.
- That they consent to us holding their data on the form for a period of seven years in order to maintain accurate records.

1.3 These declarations are included in the application form (separate pages) and are described in the Guidance Documents.

2. Privacy Policy

2.1 The Campbell Burns Metabolic Trust will only use data for the purposes of processing grant applications and maintaining charity records relating to those applications. Data will not be shared with third parties.

2.2 At any time, you can withdraw your consent for your data to be processed. Data regarding an application will also be removed from our systems within a period of two months subject to individuals contacting the charity with this request.

2.3 Our charity needs to record where a grant was made and to whom. The surname, date of birth, address, type of grant and date awarded will be recorded in our systems for seven years, though individuals have the right to request that applications be deleted from our system.

2.4 You retain the right to lodge a complaint regarding the processing of your data with first a) the Data Controller, then b) the charity Trustees, then c) the supervising authority (the Information Commissioner).

2.5 The Data Controller is Rebecca Burns, who can be contacted directly at the Trust's address or at bekki.burns@campbellstrust.co.uk.

3. Data Retention Policy

3.1 Data will be retained for the following periods:

- Printed copies of successful application forms will be retained for seven years.
- Data will as described in section 2.3 will be retained in our systems for seven years

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- Supporting evidence and emails providing supporting evidence will be kept for the period of time it takes for the grant to be processed and awarded. The supporting evidence and emails will then be deleted
- Unsuccessful applications will be retained for two months
- Incomplete applications or applications missing supporting documents will be retained for two months, in order to give applicants time to send paperwork or complete forms

3.2 Once the period of retention has passed, the application forms will be destroyed. A note of the application will be made in our overall database.

4. How Data is Stored

4.1 Data will be kept secure. Paper copies of application forms and supporting documents are kept in a locked cupboard. If these documents are emailed to the Trust, the emails will be deleted in line with the retention policy above. The laptop used to process grant applications is also locked away when not in use.

4.2 A spreadsheet of applications is kept on the above laptop. It will not be emailed or shared online. A copy of the spreadsheet is kept on a memory stick which is encrypted and also locked away. A hard, paper copy database is maintained and individual applicants' data will be removed from this and destroyed after seven years.

4.3 Data is processed on a secure online database and is retained for the time periods described above.