

Parkes Foundation Data Privacy Policy

The Parkes Foundation is a registered charity (charity number 256768). This policy provides information about how the Parkes Foundation collects, stores, and uses (or ‘processes’) personal data about individuals, including current and past award applicants, applicants’ referees and Parkes Foundation Trustees. This information is provided in accordance with the General Data Protection Regulation (GDPR), which give individuals the right to understand how their personal data are used and protected.

Responsibility for Data Protection

The Parkes Foundation is responsible for ensuring the Parkes Foundation is compliant with data protection legislation. Enquiries regarding data protection may be directed to the Parkes Foundation via email (secretary@parkesfoundation.org.uk).

Why the Parkes Foundation collects personal data

The Parkes Foundation requests personal information from **award applicants** so the trustees can make an informed judgement of the applications when awarding grants and to allow the secretaries to communicate with applicants.

The Parkes Foundation asks applicants to supply details of their **referees** (the names, email addresses, and correspondence addresses) so their academic affiliation can be confirmed and so they can be contacted to request a reference.

What personal data are collected?

Award applicants are asked to supply: their title and name, contact details (email address, phone number, correspondence address), current and past affiliations and education and employment history, and the names, contact details and current affiliation of two **referees**.

Grant awardees are asked to supply their bank account number and sort code.

How are the data collected?

The Parkes Foundation collects application data using online form supported by Jotform (jotform.com), a secure and GDPR-compliant online form platform. Personal data are processed lawfully and stored securely within the European Union. Access to the data is restricted to authorised personnel for the purpose of processing applications.

How are the data stored and who can access them?

Data are stored digitally as the original application forms and referee references on Microsoft 365 secure system. Authorised administrative personnel have unrestricted access to the file. The file is accessible to the Trustees for the duration of the grant awarding process. All paper copies are shredded on completion of the process and no printed copies of personal data are kept. Grant Awardee bank details are not stored after money transfers have been completed.

How long are the data kept?

Only the minimum personal data necessary is retained for **up to five years** to allow the organisation to respond to queries relating to applications or grants awarded and, in the case of small grants, to manage repeat applications by previous awardees. All data are securely deleted once no longer required.

Consent to data collection, rights of access and data accuracy

Applicants are directed to the Parkes Foundation’s privacy policy when submitting their grant applications. Individuals may contact the Parkes Foundation by email (secretary@parkesfoundation.org.uk) to request details of data stored, to update data and to request deletion.

Revised 6 January 2026

Nicholas Mascie-Taylor (Chair)