

## Privacy Policy - BMTA Trust

The BMTA Trust is a registered charity. Our registered charity number is 273978. We take our responsibilities as a data controller seriously and we are committed to using the personal data we hold in accordance with the law.

This privacy notice provides information about how we process personal data. Please read it carefully and, if you have questions regarding your personal data or its use, please contact the Case secretary who is also the Trust's Information Security Officer (ISO) by email on [secretary@bmtatrust.org.uk](mailto:secretary@bmtatrust.org.uk) telephone on 01883 371280; or by post at The BMTA Trust Limited, PO Box 3157, Caterham CR3 4BH

### Website visitors

The BMTA website ([www.bmtatrust.org.uk](http://www.bmtatrust.org.uk)) uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets number of cookies (default is 4) in order to evaluate your use of the site and compile reports for us on activity on the site.

Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

Google Inc are members of the US Safe Harbor Scheme. This scheme allows the transfer of data from within the EEA to countries that are outside of the EEA without having to enter into a specific data transfer agreement. Companies that sign up to the scheme are deemed to provide adequate protection for personal data transmitted from Europe. Google Inc's registration is at

<http://safeharbor.export.gov/companyinfo.aspx?id=10543>.

For more information on the cookies set by Google Analytics please go to:

<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html>.

Google has created an opt-out plugin which you can get from:

<http://tools.google.com/dlpage/gaoptout>.

### Grant Applicants

We process personal data about grant applicants in order to determine their eligibility for assistance. The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;

- family details;
- admissions, academic, disciplinary and other education related records, information about special educational needs, references and marks;
- financial information
- education and employment data;
- images, audio and video recordings;
- courses, meetings or events attended.

The processing of personal data is carried out in accordance with all applicable laws and with the explicit consent of the grant applicants.

Please be assured that your details will not be used for marketing purposes. The information is treated as strictly confidential and is made available to appropriate personnel within the BMTA Trust. The information will only be used in connection with your application for assistance. However we may suggest that you approach other organisations for advice as they may be better able to meet your needs. The Trust is able to refer you to them and the information you have given would also be passed to them provided that you have explicitly consented to this.

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