



Contact us www.ashbournepartnershiptrust.org e: info@ashbournepartnershiptrust.org

General Data Protection Regulations (GDPR) Policy Document

1. We have made the request for consent to use applicants data prominent and separate from our Terms and Conditions in our application form.
2. We have checked that consent is the most appropriate lawful basis for processing data held.
3. We ask people to positively opt in.
4. We don't use pre-ticked boxes or any other type of default consent.
5. We use clear, plain language that is easy to understand.
6. We specify why we want the data and what we're going to do with it.
7. We name our organisation and any third parties who will be relying on the consent.
8. We tell individuals they can withdraw their consent, other than during the term of a grant.
9. We ensure that individuals can refuse to consent without detriment.
10. We avoid making consent a precondition of a grant or service.
11. We keep a record of when and how we got consent from the individual.
12. We keep a record of exactly what they were told at the time.
13. We regularly review consents to check that the relationship, the processing and the purposes have not changed.
14. We have processes in place to refresh consent at appropriate intervals.
15. We have considered using privacy dashboards or other preference-management tools as a matter of good practice and will continue to do so.
16. We make it easy for individuals to withdraw their consent and publicise how to do so on our application form.
17. We act on withdrawals of consent as soon as we can.
18. We don't penalise individuals who wish to withdraw consent.
19. We will hold personal data for no more than three years from the conclusion of the project, then only with specific need and positive re-consent from the individuals.