



Data Protection Agreement

Thank you for applying for a grant from the RCN Foundation.

The Royal College of Nursing (RCN) and RCN Foundation need to keep your data on paper or computer to assess your application.

We will ask you to return bank statements and any other relevant documents to show that your household income and savings are within our grant assessment criteria.

We may also use the information for accounting, audit, statistical or research purposes. We will not disclose any of your information outside of the RCN and RCN Foundation, unless we are legally obliged to do so or unless you have given us your prior consent.

We will undertake to keep your information strictly confidential and do everything we can to prevent the information being used in any unauthorised or unlawful way. Our current policy is to retain personal data for a period of 7 years from when a decision on your application is made, after which it will be destroyed. You have the right to request information about the details we hold about you and we will provide this data as legally required. All requests regarding the RCN's data protection and privacy policy should be sent to: Data Protection Officer, RCN, Copse Walk, Cardiff Gate Business Park, Cardiff, CF23 8XG or email: dataprotection@rcn.org.uk

By providing your signature or typing your name below, you acknowledge that you have read the terms outlined above about how we will store and use your data.

You agree to authorise a representative to discuss your situation with us and provide supporting documents on your behalf. If you change your mind, which you can do at any time, please contact us on 0345 408 4392.

Signature:

x _____

Applicant's name:

Name of representative:

Date: