



## Data Protection Agreement

Thank you for applying for a grant from the RCN Foundation. We've asked you to return bank statements and any other relevant documents to show that your household income and savings are within our grant eligibility criteria.

The Royal College of Nursing (RCN) and RCN Foundation need to keep your data, either on paper or in our database system, for the purpose of your grant application assessment.

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 all reasonable measures to keep your information strictly confidential and do everything we can to prevent misuse of your information in any unauthorised or unlawful way. Our current policy is to retain personal data for a period of 3 years for all successful applications and for a period of 12 months for all unsuccessful applications. This data retention period starts from when a decision on your application is made. 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  
Royal College of Nursing  
Copse Walk, Cardiff Gate Business Park  
Cardiff  
CF23 8XG

OR Email at [dataprotection@rcn.org.uk](mailto:dataprotection@rcn.org.uk)

By providing your signature or typing your name below, you acknowledge that you have read and understand the terms outlined above about how we will store and use your data. If you are unable to sign/write your name on this document, please email [rcnfoundationbenevolent@rcn.org.uk](mailto:rcnfoundationbenevolent@rcn.org.uk) stating the name of your spouse or partner (grant's applicant) and confirming that you have read and understand the terms of this agreement.

**Signature:**

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**Print name:**

**Applicant's name (your partner's name):**

**Date:**