

**Privacy and Data Protection Notice:**

- a. The Joseph Levy Education Fund is managed by the Joseph Levy Foundation (registered charity number 1165225) and is a partnership project between the Joseph Levy Foundation and the Cystic Fibrosis Trust (registered charity number 1079049). For the purposes of Data Protection regulations, the Joseph Levy Foundation is the Data Controller for the Education Fund. Any data, including personal data, relating to applications to the Joseph Levy Education Fund or grants awarded from the Joseph Levy Education Fund may be shared between the Joseph Levy Foundation and the Cystic Fibrosis Trust for the purpose of managing the Fund.
- b. The Joseph Levy Education Fund will hold and use personal information about you, the applicant, in order to process your application, to manage any grant that is awarded to you and to manage the overall operation of the Fund. We will not, without your consent, supply your name and address to any third party except where (1) such transfer is a necessary part of the activities that we undertake, or (2) we are required to do so by law. You have the right to obtain a copy of personal information held by us to correct any inaccuracies by notifying the Joseph Levy Education Fund in writing.
- c. The Joseph Levy Education Fund may verify your application by contacting the Consultant or Cystic Fibrosis Team member or the Academic referee shown on your application form.
- d. In certain circumstances it may be necessary for us to obtain a medical report about you. By signing this form, you confirm that you are in agreement for the Joseph Levy Education Fund to approach your Consultant for such a report.
- e. The Joseph Levy Education Fund will keep a copy of your application for 7 years to comply with legal regulations after which time we will destroy it.

**Terms and Conditions of Grant:** If you are awarded a grant:

- f. We will send you a grant offer in writing. Once you confirm your acceptance of the grant offer we will send you the grant payment usually by cheque in the post but in very rare circumstances we may make the payment by bank transfer.
- g. You must notify the Joseph Levy Education Fund when you receive the grant payment.
- h. The grant can only be used for the purposes described in the grant offer letter. You must notify the Joseph Levy Education Fund as soon as possible of any change in your circumstances that might affect the use of the grant. Should your circumstances change we reserve the right to withdraw the grant offer.
- i. You must tell us if your contact details change during the period of our grant (eg address, email and telephone details).
- j. You must keep receipts for any purchase made with the grant (eg items of equipment, enrolment fees, course fees, etc) and you must be able to provide copies of those receipts to the Joseph Levy Education Fund if we ask you to do so.
- k. You must provide a brief report to the Joseph Levy Education Fund on how the grant has supported your education or training.
- l. We may use information that you provide about the impact of the grant to promote the Education Fund to potential applicants or to raise additional money for the Education Fund – including through social media or any other promotional methods or materials. We will only use this information in ways that ensure you cannot be identified. If the Education Fund wishes to use this information in a way that would identify you – for example as one of the case studies on our website - we will only do so if you give us your consent in advance.
- m. The Joseph Levy Education Fund is a grant making programme and its responsibilities are limited to the provision of discretionary grants.