

AVERY EDUCATIONAL FOUNDATION

FOR RESIDENTS OF ARLEY

APPLICATION FOR GRANT

Name of Applicant:

Address:

Contact telephone no.:

Email address:

Name & address of university/college/school:

Beginning & end dates of course:

Expected qualification on completion:

Date of birth:

(If under 18 years of age please give parents full names):

Does your Course include periods of paid employment? Please give details.

Is your Course sponsored in any way? Please give details.

Please give details of any other funding you have (applied for or received) during your Course?

Do you work part-time? (If so, please give details)

Where are you living during term time?

How do you intend to travel to place of further education?

Approximate distance:

What would you plan to spend any grant money from Avery Education Foundation on?

Any other details that you wish to include;

PLEASE RETURN TO: Mr M Jones, Cocks Lloyd Solicitors, Riversley House, Coton Road, Nuneaton, CV11 5TX by no later than FRIDAY 9th OCTOBER 2026

Signature

Date

Cocks Lloyd Solicitors – Privacy Notice

Avery's Educational Foundation ("the Charity")

Who are we?

We are Cocks Lloyd Solicitors and we act for the Charity.

We and the Charity are jointly holding personal data about you. We are sending you this notice to explain how and why your personal data will be used and how long it will usually be retained for. It provides you with certain information that must be provided by us under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

If you have any queries or want any further information please contact our data protection officer:

- Matthew Blood
- Cocks Lloyd Solicitors, Riversley House, Coton Road, Nuneaton, Warwickshire, CV11 5TX
- Telephone Number (02476) 641 642

Data Protection principles

We will comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way;
- collected only for the purposes explained in this document and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited to what is necessary to achieve those purposes;
- so far as possible, accurate and kept up to date;
- kept for no longer than is necessary for the purposes we have told you about and in a manner that ensures appropriate security.

Why are we holding personal data about you and what will we do with it?

We and the Charity will only use the information we collect to process your recent application to the Charity for a grant and grant application. So we will use your personal data:

- to communicate with you; and
- to verify your identity and age for the purposes of dealing with your grant application.

What sort of data do we hold and where does it come from?

The information we hold and use will have been provided by you in your application for a grant.

Who will we share your data with?

We will only share your data with the following third parties and only if it is necessary to properly administer your grant application and to comply with any legal requirement on the Charity:

- accountants acting for the Charity
- bankruptcy search provider
- credit reference agency

- insurance company
- HMRC

We require third party service providers to take appropriate security measures to protect your personal data.

We only allow them to use the data for specified purposes in accordance with our instructions.

We do not permit them to use your personal data for their own purposes.

Might my data be transmitted outside the EEA?

Only if one of the following applies:

- The European Commission has issued a decision confirming that the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms.
- Appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved by the European Commission, an approved code of conduct or a certification mechanism.
- You have provided explicit consent to the proposed transfer after being informed of any potential risks.
- The transfer is necessary for one of the other reasons set out in the GDPR including the performance of a contract between us, reasons of public interest, to establish, exercise or defend legal claims or to protect your vital interests where you are physically or legally incapable of giving consent and, in some limited cases, for our legitimate interest.

How long will you keep my personal data for?

We have to keep all the information relating your application for a grant for as long as necessary to process the same. After the expiry of that period we will securely destroy the data in accordance with the statutory requirements.

Security of data

- We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way.
- We limit access to your personal information to those agents, and third party service providers who need it to assist in the administration of the Charity. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
- We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your rights

You have the following rights:

- Request access

This is commonly known as a “*data subject access request*”. It allows you to obtain a copy of personal data we are holding about you.

- Request rectification

You can require inaccurate personal data to be corrected and any incomplete personal data to be completed.

- Request erasure

You can require us to delete or remove personal data;

1. which are no longer necessary in relation to the purposes for which they were collected or otherwise processed; or
2. where the processing is unlawful; or
3. where you are exercising your right to object (see below).

- Request restriction

You can require us to stop processing for a period;

1. while we verify the accuracy of personal data which you contest, or
2. where the processing is unlawful, or
3. where we no longer need the personal data for the purposes of the administration of the estate but you require the data for the establishment, exercise or defence of legal claims.

- Right to object

You have the right to object to the storage and use of your personal data in two circumstances:

1. If we base the reason we are holding your data on the ground that it is necessary for our legitimate interests or those of a third party, and there is something relating to your particular situation, which makes you want to object.
2. If we are using your personal data for direct marketing purposes.

- Right to complain

You can complain to the Information Commissioner's Office, the UK supervisory authority for data protection issues (www.ico.org.uk).

Contact

If you want to review, verify, correct or request erasure of your personal information, or object to the processing of your personal data, please contact in writing using any of the following methods:-

Via post:- FAO: Matthew Blood, Riversley House, Coton Road, Nuneaton, Warwickshire, CV11 5TX

Via email:- m.blood@cocksllloyd.co.uk