



# **RICHARD III & YORKIST HISTORY TRUST**

Founded in 1985 Registered Charity No. 327005

Secretary: Gretel Jones,  
e-mail [secretary@richardiiiandyht.org.uk](mailto:secretary@richardiiiandyht.org.uk)

## **Privacy Policy for grant applicants**

### **1. Who we are and how to contact us**

The Richard III and Yorkist History Trust was formally constituted in October 1985 in order to 'further education, learning, and research related to the history of late medieval England (and in particular the life and reign of King Richard III) and to disseminate the results of such education, learning and research'. It was recognised by the Charity Commissioners and registered as charity number 327005 in February 1986. The Trustees' principal duties are to commission new publications and see them through to publication, and to assess applications from scholars and publishers for financial assistance towards their own research and the expenses of publication.

You can contact the Trust by emailing the Secretary.

### **2. How we use your personal information for a decision**

The Trust takes your privacy and personal data seriously. Permission to use your personal details is given by you when making an application for an Advanced Research or Monograph Grant from the Trust. This contains not only your personal data but possibly that of a research assistant or supervisor or reader of a thesis. By making a grant application, it is assumed that all these personal details, without specific consent may be passed to the members of the Publications Committee who have been delegated by the Trust to make all decisions on grant applications. All personal data required on the application forms are deemed necessary for the Publications Committee to make a decision.

Under the new Regulations, paper copies will be kept in a locked cabinet and electronic copies will be kept on passworded computers and other devices

### **3. For applications that are unsuccessful**

Details of these applications will be kept for a period of 3 months and will then be destroyed by the Publications Committee and the Secretary. However, the Trust will keep a record of the name of the applicant and the title of the research for a period of 6 years to avoid possible duplication. Unsuccessful applications will be reported in the annual report of the Publications Committee to the Trustees AGM but only on a numerical basis.

#### **4. For successful applicants**

The Publications Committee is required to report on their activities to the Annual General Meeting of the Trust. This includes the name of the applicant, the title of the research, the total grant approved, the amount of grant paid to date and progress of the project. The applicant has to sign to agree to this on the original application form. This report will be kept for a period depending on the final outcome.

##### **Where the grant has resulted in a publication**

All reference to the grant will be deleted from the reports to the AGM. In addition the details of the application will be destroyed by both the members of the Publications Committee and the Secretary after 3 years.

##### **Where it has been mutually agreed the grant will not result in a publication**

Once this has been reported to the AGM it will be deleted from future reports and all related copies relating to the project will be deleted by the members of the Publications Committee and the Secretary after 3 years

However, as outlined in 3 above, the Trust will keep a record of applicants and the title of their research for a period of 6 years

#### **5. Financial details**

Both the applicant and any assistant researcher involved need to agree to have their necessary details passed to the Trust's Treasurer for payment. This consent is required on the application form.

The Trust is legally required to keep all financial details of payments and receipts for a period of 6 years after which the Treasurer will destroy them.

#### **6. Submission to third parties**

The Trust will **NEVER SELL** your personal data.

It is assumed by your application for a grant, that, without specific consent, you have agreed to have a final publication to be advertised on the Trust's website.

The Trust is legally required to submit its Annual and Financial Report to the Charities Commission and also submits it to the Richard III Society. This report only contains information on research that has resulted in or is about to lead to a publication, with the name of the publication. The financial part of the report has no personal details

The Charity Commission only publishes details of the Trustees and Secretary on its website and makes no reference to grant applicants. The Richard III Society does not release this information to any other third party.