



Department  
for Education

## Privacy notice: trust capacity fund and trust establishment and growth fund

### Who we are

This work is being carried out by the the Regulatory and Quality Division in conjunction with the Regions Group, which are a part of the Department for Education (DfE). For the purpose of data protection legislation, DfE is the data controller for the personal data processed as part of the Trust Capacity Fund (TCaF) and the Trust Establishment and Growth Fund (TEG).

### How we will use your information

We receive your personal data as provided within the TCaF application form and are processing it in order to award and distribute funding on behalf of the Secretary of State in line with the aims of the grant, namely to support trust growth and capacity-building. [More information about this work](#) is available.

### The nature of the personal data we will be using

The personal data that we will be using for this project are:

- applicant contact name
- position held by applicant
- applicant address
- applicant telephone number
- applicant email address
- member details
- trustee details
- trust or lead school bank details (only required once the grant has been approved)

### Why our use of your personal data is lawful

For our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For this project, the relevant conditions that we are meeting is public task (article 6 (1)(e) of the General Data Protection Regulations (GDPR)), in order for us to perform a specific function as a government department.

## How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purposes of this piece of work, after which point it will be securely destroyed. Please note that, under data protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

## Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific or historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us do so via the [DfE contact page](#). Further information about your data protection rights appears on the [Information Commissioner's site](#).

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, let us know by contacting your [regional office](#) and state the name of this project (TCaF 2023 to 2025). You also have the right to raise any concerns with the [Information Commissioner's Office \(ICO\)](#).

### Contact information

If you have any questions about how your personal information will be used:

- [contact DfE for a subject access request](#)
- enter 'TCaF/TEG 2023 to 2025' as a reference

For the Data Protection Officer (DPO) email [dataprotection.office@education.gov.uk](mailto:dataprotection.office@education.gov.uk).