

# The Brian Large Bursary Fund

Registered Charity no 328747

[www.blbf.co.uk](http://www.blbf.co.uk)

## Privacy Policy

The Brian Large Bursary Fund is a registered charity (registered number 328747) and our registered address is The Old School House, Coldharbour, Dorking Surrey RH5 6HF.

The Fund was established in 1990 by the family, friends and colleagues of Brian Large who died in 1989. Brian was a Director of The MVA Group, transport planning consultants, and was committed to the professional development of those in the early stages of their careers.

The purpose of the Fund is to continue Brian's work by helping young UK resident transport planners gain the knowledge they need to become skilled transport professionals. We provide bursaries to those studying for a Masters in transport at a UK university and we award the annual Voorhees-Large Prize for the best transport Masters dissertation submitted to a UK university. Our bursaries and the Voorhees-Large Prize are awarded solely to candidates put forward to the Fund by their university; the Trustees do not consider any direct applications or submissions, and they make no awards other than its Masters bursaries and the Voorhees-Large Prize.

The Fund is managed by a board of Trustees whose role is to consider applications for our awards and to manage the Fund's assets.

We are committed to protecting the personal information and privacy of all those for whom we hold information. This Privacy Policy describes exactly how we collect and use personal information.

As we might update this Privacy Policy from time to time, please check our website periodically.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy.

## Your privacy

Everyone has rights about the way in which their personal data is handled. During our activities, we collect, store and process personal data about Brian Large Bursary and Voorhees-Large Prize applicants, our bursary holders, our Voorhees-Large Prize winners, our university contacts and any others involved in our awards process.

We recognise that the correct and lawful treatment of this data is important to the confidence others have in the work of the Fund.

## Who is collecting the data?

The Brian Large Bursary Fund Trustees are known as the 'controller' of the personal data you provide to us. Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act and equivalent EU regulations.

## What data is being collected?

We will usually collect basic personal data about you when you interact with us, for example when applying or making a submission for award of a bursary or the Voorhees-Large Prize. For Brian Large Bursary applicant students this might include your name,

postal address, telephone number, email address, your date of birth, gender, education and employment history, as well as the bank details of those awarded a bursary. For Voorhees-Large Prize applicants it will include contact details and information on their career and aspirations for Voorhees-Large Prize winners. For our university contacts it will include their email address, telephone number and position within the university.

If you require it, we will explain our reason for collecting such information.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals.

#### **How will the information be used?**

We use the information to process Brian Large Bursary and Voorhees-Large Prize applications and to make payments to those to whom we award a bursary or prize.

#### **What is the legal basis for processing the data?**

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for us to use this information to provide our services.

#### **Will the data be shared with any third parties?**

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes. Neither do we send direct marketing communications ourselves.

We will only share information with other organisations or individuals where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

#### **How long will the data be stored for?**

We hold your information only as long as necessary for the purposes we use it for.

#### **What are your rights?**

A new data protection law, starting in May 2018, gives everyone several very important rights. These are a right:

- for transparency over how we use your personal information (right to be informed).
- to request a copy of the information we hold about you, which will be provided to you within one month (right of access).
- to update or amend the information we hold about you if it is wrong (right of rectification).
- to ask us to stop using your information.
- to ask us to remove your personal information from our records (right to be 'forgotten').
- to object to the processing of your information for marketing purposes (right to object).
- to obtain and reuse your personal data for your own purposes (right to data portability).
- not be subject to a decision when it is based on automated processing (automated decision making and profiling).

Remember, you can change the way you hear from us or withdraw your permission for us to process your personal data at any time by contacting the Secretary (details below).

**Our commitment to data security**

Your security is important to us. To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have appropriate physical, electronic, and managerial procedures in place to safeguard and secure the information we collect.

**How you can update your information?**

The accuracy of your information is important to us. If you change email address, or if any of the other information we hold is inaccurate or out of date, please email us at: [martinrichards1@aol.com](mailto:martinrichards1@aol.com)

**How to contact us**

If you wish to talk through anything in our privacy policy, find out more about your rights or obtain a copy of the information we hold about you, please contact the Secretary (details at the bottom of this page) who will be happy to help.

Martin Richards

The Old School House, Coldharbour, Dorking, Surrey, RH5 6HF

t: 01306 711885

e: [martinrichards1@aol.com](mailto:martinrichards1@aol.com)

**This document was last updated in: May 2018**