

THE HIGHLAND CHILDREN'S TRUST SCHEME

General Application Form

Please read the following notes to ensure that you qualify for assistance under the scheme.

WHO QUALIFIES?

The Governors will consider applications for financial assistance to, or on behalf of, any child or young person not exceeding 25 years of age. Preference will always be given to children and young persons who are resident within The Highland Council area.

WHAT KIND OF BENEFITS ARE AVAILABLE?

Grants, loans or allowances may be made available to parents, guardians or directly to young persons over 18 years of age for the following purposes **only**.

- To maintain the beneficiary in suitable accommodation while in need of care or while undergoing any form of full-time education;
- For the education of the beneficiary, including their further education at such school, training college, university or other educational establishment as the Governors may consider to be appropriate;
- For obtaining suitable employment by the beneficiary, including the payment of any necessary travelling expenses or the cost of temporary accommodation and the cost of entering into, undergoing and completing, any training or apprenticeship;
- For setting up the beneficiary in business on their own account, subject to such conditions as to the use, application or repayment of any grant, loan or allowance made for this purpose as the Governors may think fit to impose;
- For finding a suitable home for the beneficiary when no longer in need of care or undergoing full-time education or apprenticeship;
- For providing the beneficiary with a holiday in cases where the beneficiary would not otherwise be able to go on holiday. Priority will always be given to the provision of a holiday where the child or young person's medical condition indicates that they would benefit from the provision of a holiday.

Benefits can only be made available to individuals. Applications from Clubs or other similar organisations cannot be considered.

APPLICATIONS

If you consider that you qualify for assistance, please complete the form and return it to:

The Administrator
Highland Children's Trust
105A Castle Street
Inverness
IV2 3EA

You can also email the completed form to: info@hctrust.co.uk

GRANTS ARE MADE AVAILABLE AT THE SOLE DISCRETION OF THE GOVERNORS. AVAILABILITY OF FUNDS CANNOT BE GUARANTEED AT ALL TIMES. BOARD MEETINGS ARE INFREQUENT AND IT CAN TAKE SIX TO EIGHT WEEKS TO DEAL WITH AN APPLICATION AFTER A PROPERLY COMPLETED FORM IS RECEIVED.

PRIVACY NOTICE

Preservation of your privacy is important to the Highland Children's Trust. The Trust operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information. This privacy policy describes how we collect, use and protect your personal information.

What is the Highland Children's Trust?

The Highland Children's Trust is a charity, regulated by the Scottish Charity Regulator, registered charity number: SC006008. We are a charitable trust set up in 1983 to help with the educational needs of young people in the Highlands of Scotland. We help students, schoolchildren and families meet the costs of education.

What information do we collect about you?

The Trust collects a variety of personal data, including name, address, email, phone number, occupation and date of birth. It also collects information on your financial position and any relevant medical conditions.

Where do we get your information?

Information is sourced directly from the application form that you submit to us.

Why do we need your personal information?

We collect your personal information in order to decide whether or not you are eligible for financial help from the Trust.

What do we do with your personal information?

All the personal information we collect is processed by our Administrator and is held in paper form within the Trust office. Certain details, including name, address, date of birth and governor's decisions are held on an electronic database. The personal information is assessed by the Administrator and, in certain cases, reported to the Governors in order to reach a decision on your application for assistance.

Do we share your information with anyone?

On occasion, the Trust may provide your details to medical practitioners to obtain advice on medical conditions. All such requests are via the National Health Service, which also operates under the General Data Protection Regulation 2018.

How long do we keep your personal information?

The Trust has agreed to keep your personal information for a minimum of three years unless there are any other requirements under UK or EU law to keep it longer.

What is our Lawful Basis?

Under the General Data Protection Regulation 2018, Highland Children's Trust must have a valid lawful basis for processing information. The Trust will only process personal information where we believe we have a lawful basis to do so.

The following information summarises the basis on which we process your personal information.

- Processing is necessary for Highland Children's Trust to meet its legitimate interest in running an educational charity.

What is our Additional Condition?

Special category data is personal data which the GDPR says is more sensitive, and so needs more protection. Special category data includes data that Highland Children's Trust processes in relation to health. Under the GDPR an additional condition for processing Special Category Data is required. Highland Children's Trust considers that it processes Special Category data on the following basis:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes (Article 9 (2) (a) of the GDPR 2018).

How do we protect your personal information?

Highland Children's Trust takes information security seriously. We have a suite of policies which describe how we safeguard personal information. These are available from the Administrator at the address below. The measures include lockable storage, clean desk policy, password protection policy, data encryption and up-to-date security software to guard against unauthorised access, accidental loss, damage or destruction of personal information. Other measures include secure door access and restricted access to sensitive information.

What are your rights?

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact us as follows:

The Administrator
The Highland Children's Trust
105A Castle Street
Inverness
IV2 3EA

You can also email us at: info@hctrust.co.uk

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can complain to the Information Commissioner's Office at www.ico.org.uk

THE HIGHLAND CHILDREN'S TRUST SCHEME

General Application Form

Please answer every question as failure to do so may delay the processing of your application

1. PERSONAL DETAILS

(to be completed by parent/guardian if the young person is under 18 years of age)

Full name of applicant _____

Address _____

Telephone number _____

Email _____

Date of birth (if under 25) _____

Your occupation _____

Occupation of spouse or partner _____

Names and ages of dependent children

2. APPLICANT'S FINANCIAL POSITION

Income and Expenditure (Parent / Guardian should complete where child is under 18)

INCOME	MONTHLY	EXPENDITURE	MONTHLY
Wages/salary: you		Mortgage	
: your partner		Rent	
Universal Credit		Second Mortgage	
Income Support		Council Tax	
Personal Independence Payment		Water Rates	
Attendance Allowance		Ground rent	
Carers Allowance		Gas	
Retirement Pension		Electricity	
Widows Pension		Coal	
Other Pensions/Benefits		Housekeeping: Food	
Employment Support Allowance		: Non food	
Maintenance		Insurance: House	
Irregular Overtime		: Contents	
Part-time Earnings		: Personal	
Housing Benefit		Clothes	
Council Tax Reduction		School Meals	
Child Benefit		Child minder	
Working Tax Credit		Play School	
Child Tax Credit		Fines	
Any other (specify) including		Debts	
Contributions from others living with you		Travel Expenses	
		Car Costs	
		Maintenance	
		Telephone	
		TV Rental/TV License	
		Other (specify)	
TOTAL		TOTAL	

Total Savings (Bank Accounts, Building Society accounts or any other forms of savings)

Other Sources of Assistance

If you have applied to other organisations for assistance, please give details

3. PURPOSE OF APPLICATION

Please tell us why you are making this application.

4. COSTS

What is the total cost? _____

How much are you able to pay towards this yourself? _____

How much do you wish The Highland Children's Trust to contribute towards the total cost? _____

School Trip

If the application is for a school trip, please provide the following information.

Name of School _____

Dates of Trip _____

Location of trip _____

Name of school contact _____

Please note that the Trust may contact the school to confirm details of the trip.

5. HEALTH INFORMATION

Please tick the box if you consent to your health data being collected and processed

Is the child or young person handicapped or disabled?

YES/NO

If YES - please give details of the handicap or disability:-

Is the child or young person suffering from a long term illness or complaint?

YES/NO

If YES - please give details:-

Name of doctor or specialist _____

Address of doctor or specialist _____

Telephone number of doctor _____

6. DECLARATION

I declare that to the best of my knowledge and belief the above statements and particulars are true and that I have not withheld or concealed anything which may influence assessment of this Application.

Signature of Applicant _____

Date _____

PLEASE RETURN THE COMPLETED APPLICATION FORM TO

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105A Castle Street
Inverness
IV2 3EA

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