**THE RTPI TRUST**

**Guidance Notes**

The RTPI’s Trust Fund is able to provide support and financial assistance to members and students of town planning who are experiencing financial hardship. To be eligible for funding members must have been an RTPI member for at least 12 weeks.

Where it is relevant, the Trustees need to be assured that you have investigated other sources of assistance, (e.g. state benefits, benevolent organisations, university support funds and trust funds) before applying to the RTPI Trust. The Trustees may also need to request further information in order to assess your claim and process your application.

The RTPI Trust’s funds are limited and for this reason Trustees seek to only make one-off grants to alleviate real hardship not met from other sources.

Please read the RTPI Trust Privacy Statement at the end of the form before submitting an application.

**Application for Financial Assistance**

1. Name:

Address

Phone contact:

Email:

1. RTPI Membership Class and Membership Number:
2. What amount grant support is sought?
3. Please provide as much Information as you can on the reason for the application.
4. Please provide details of the immediate and longer-term benefit that would be gained from this support?
5. Which other sources of funding have been explored? (please specify the source,

amount and current state of the request to these alternative funding sources):

1. Please provide information on sources of income from employment or other sources.

1. Further Information.
If you would like to provide any further information in support of your application please state below, and if necessary, you can submit attachments.
2. Date of application.

**Please email this form and any supporting documents to:** **governance@rtpi.org.uk**

**RTPI Trust Privacy Policy**

**Principles**

This privacy policy sets out how the RTPI Trust uses and protects any personal information that you give to the RTPI Trust when you make an application for assistance.

The RTPI Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information, by which you can be identified when making an application, then you can be assured that it will only be used in accordance with this privacy policy.

#### Who we are

The RTPI Trust is a registered charity in England and Wales (charity number 1041078.) Our registered office is 41 Botolph Lane, London, EC3R 8DL. The Trust is governed by a Trust Deed under which it’s aims are to support members of the RTPI in times of hardship by awarding grants and bursaries.

This Privacy Policy relates to personal information which is obtained by the RTPI Trust and for which it is the Data Controller.

#### What we collect

We may collect the following personal information:

* name and membership number.
* contact information including email address, postal address and telephone number.
* details relating to your personal circumstances relevant to your application.
* bank details required to process any payments agreed by us.

#### What we do with the information that we gather

We require this information to assess your application and make a decision on the support that the RTPI trust can offer, and in particular:

* To get in touch with you to clarify information and inform you of decisions.
* Our internal record keeping.
* In connection with information on our activities that we have to provide to regulatory authorities and meet our charitable reporting duties.
* To make payments agreed by the Trust.
* To verify our financial statements and accounts in line with regulatory responsibilities.

Where information is shared with Trustees, they will keep it no longer than is necessary to consider and make decisions on applications. Once it is no longer required Trustees will delete all applications details and any associate emails.

#### Security

We are committed to ensuring that your personal information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal information we collect.

**Rights to Access and Control Your Personal Data**

You can request access to your personal information and ask us to delete it.

If you would like more information, or have any questions about this privacy policy, please contact: Data Protection, RTPI, 41 Botolph Lane, London EC3R 8DL or email dataprotection@rtpi.org.uk

To make a formal complaint about the RTPI's approach to data protection or raise privacy concerns directly with our data protection team, write to; Governance, RTPI, 41 Botolph Lane, London EC3R 8DL or email dataprotection@rtpi.org.uk

You also have the right to make a complaint direct to the UK's data protection authority, the Information Commissioner's Office (ICO). The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>

Updated December 12th 2023