



## Your Privacy

This privacy policy explains how we will use any personal information we collect about you when you apply for a bursary, use our website or contact us by other methods, including email, post and telephone.

We collect information about you when you apply for a 2025 Foundation Bursary. We may also collect information when you voluntarily provide feedback, participate in surveys or respond to emails. Website usage information is collected using cookies.

### How information about you will be used

Personal information submitted within the application process, and any further supporting documentation such as referee reports and financial documentation, will be used solely for the purpose of processing your application. This information will be used by 2025 Foundation Trustees, Chartered Banker Institute staff, your assigned mentor and other advisors that the 2025 Trustees may consider appropriate.

Information will not be used for any other purpose or shared with any other third parties without your express permission.

Minimal information will be held for monitoring purposes thereafter, in accordance with current Data Protection retention policy.

We shall not sell your information or send out information to you on behalf of other companies.

We aim to maintain all personal records accurately and securely to a reasonable standard.

We reserve the right to disclose any of the information you provide to us where required to do so by law, or to comply with a regulatory obligation, or to assist in any investigation into alleged illegal or criminal conduct.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below. We may make a small charge for this service.

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

**Contact Us:**

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