



Motability

Data Processing Notice for Grants Applications

The way we use the information we collect in connection with an application for financial help is described in this Data Processing Notice. This includes information about you and/ or the disabled person, any nominated driver, any other person who will frequently travel in the vehicle, and any account holder(s) named in this application.

What we process your information for:

We ask for information to help us consider whether we can support you with a grant as part of your application for financial help (your legitimate interests).

The personal information which you provide as part of your application for financial help, including any additional information which you may provide by telephone or email if you contact us in connection with your application or which you provide to one of our assessors if they visit you to make an assessment, is processed for the following purposes:

- To consider and determine your application for financial help;
- To consider your eligibility for the Motability Scheme (where necessary);
- To assess your vehicle needs and, if your application is successful, to arrange for any appropriate vehicle modifications to be made;
- If your application is successful, to administer the grant awarded to you; and
- If your application is successful, where necessary, to share your personal information with Motability Operations (the operator of the Motability Scheme), who will use that information to provide a Motability Scheme vehicle, including arranging for any relevant adaptations, and to share your personal information with the selected vehicle converter which will make those adaptations.
- If your application is successful, where necessary, to share your personal information with any third parties who need to use that information in connection with the provision of an adapted vehicle to you including arranging for any relevant adaptations to be made to your vehicle.
- If your application is successful, where necessary, to share your personal information with our contracted driving tuition service provider who will use that information in connection with the provision of driving lessons to you.

The personal information which you provide as part of your application, (including any additional information which you may provide by telephone or email if you contact us in connection with your application) will also be processed for the following purposes:

- To share your personal information with third parties, including Motability Operations, RSA (as the Motability Scheme insurer), your employer and your doctor, in order to check that the information which you have provided to us is true, accurate and not misleading;
- To share your personal information with third parties, including selected vehicle suppliers and converters, to determine the nature and cost of vehicle adaptations and to make those adaptations;
- To consider any complaint or appeal which you may make in relation to our decision;
- If your application is unsuccessful and you subsequently make a further application for financial help to Motability, to take that original information into account;
- To comply with legal and regulatory requirements and to adhere to responsible good governance requirements; and
- To conduct, and to contact you for the purposes of, analysis and research for the benefit of disabled persons in accordance with our charitable objectives. In these cases, steps will be taken to ensure that your privacy rights are not inappropriately undermined, which may include making your personal information anonymous so that you cannot be identified from it.

We process this personal information for each of the above purposes because it is necessary to achieve proper and efficient administration of our charitable grants (our legitimate interests).

The personal information which you provide about your health is classed as 'special category' data and we will only process this information for the purposes set out in this notice with your explicit consent.

If you have also completed the supplement 'Applying for Funding for a Complex Driving Solution' then that supplement will form part of this Application for Financial Help and the personal information which you provide in that supplement will be processed in the same way as set out in this notice.

For full details of our privacy policies, including our data retention periods and your rights as a data subject please see our Privacy Policy at <https://www.motability.org.uk/yourdata>

Motability is the data controller of the information which we collect and process in connection with this Application for Financial Help. If you have a query in relation to how we process personal information, contact our Data Protection Officer at Motability, Warwick House, Roydon Road, Harlow, Essex CM19 5PX, email DataProtectionOfficer@motability.co.uk. Please mark all email correspondence with "FAO Data Protection Officer" or you can call us on **01279 635999**.