



Procedural guidance

Data Protection and Freedom of Information Acts

Data Protection

We will use the information you give us on the application form and supporting documents during assessment, and for the life of any grant we award you, to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult when assessing applications; when monitoring grants and evaluating the way our funding programmes work, and when disseminating information to partners about our funded projects. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments and other organisations and individuals with a legitimate interest in Youth Music applications and grants, or for the prevention and detection of fraud. We may use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We are fully registered under the Data Protection Act and no personal data (including images) will be shared with any other organisation without prior consent. In the case of our research, any personal details will also be made anonymous before sharing or publishing our findings.

Freedom of Information

As we're a charity, not a public sector organisation, we're not covered by the Freedom of Information Act. You can find more information here: <https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>.

Our approach to transparency

Information about our funding priorities, criteria, application process and projects we have funded is available on the Youth Music Network (our online community for music-making professionals gateway to our funding portal): <http://network.youthmusic.org.uk>

Youth Music's Grants and Learning team are on hand to provide support to those wishing to make an application for funding, to offer advice about turning an unsuccessful application into a positive outcome, or to guide applicants towards a more appropriate funding source. Email grants@youthmusic.org.uk or call 020 7902 1060.