

**GMB**

**UNION**

## Jo Cox Learning Fund

How to apply / Terms & Conditions



## How to apply

All applications will be submitted direct to the Education Department but must be on the recognised application form. The Education Department will then consult with other panel members with regards to approving the application or seeking further information with regards to the application or taking a view of non-acceptance and a rejection of funding. On occasion the panel might request to meet with the applicant's face to face to discuss their application in more details.

Any rejection of an application can be appealed through an appeal process directly to the Education Department in writing. The appeal has to be based on the information received back to the applicant, back to the panel with regards to the reason for rejection and the individual may then resubmit their application again. The reasons for appeal will then be discussed by the Regional Education Officer and the Regional Secretary, an outcome of the decision will be processed back to the applicant as soon as is practicable.

The panel will consist of the Regional Education Officer, the Regional Learning Committee Chairperson, and the Regional Learning Committee Secretary. Notification of the panel's decision will be conveyed to the applicant direct.

Successful applicants will be required to provide the panel with evidence of costings relating to their application form, and a payment process will only be supported after the region receives an invoice or some form of evidence that relates to the costings.

Successful applicants cannot reapply to the fund for a period of 12 months from receiving their last grant from the fund.

Every member of the GMB is allocated to a full time official, and also are part of a branch, support and advice about this application process can be sought through either avenue. A full copy of these terms and conditions are electronically

available on the GMB regional website. A paper version can be accessed through your branch, regional office or full time officer.

The panel will notify the full time officer and the branch of all successful applicants. Successful applicants will be expected to retain their membership throughout the whole process with regards to the funding received.

### Application requirements

The first criteria that will be used with regards to the panel who controls the process will be that the individual is a member of the GMB. And not only a member but will have had to have been a member and paid their subscriptions for a period of no less than 53 weeks continuously as part of the requirement for application. Further to this, depending on the amount applied for, the funding will be set out in three time served union membership areas.

Application Process	Criteria
Band 1	Individuals who apply for £100 or less must have paid 53 weeks continuous membership to the GMB
Band 2	Individuals who apply for £100 to £200 must have paid 106 weeks continuous membership to the GMB
Band 3	Individuals who apply for £200 to £300 must have paid 159 weeks continuous membership to the GMB

**\*\* The rate of subscription is equitable whether it is full time, part time, unemployed or any other form of membership\*\***

All applicants must evidence that they have;

- Approached their branch and employer for funding prior to applying to the Jo Cox learning fund
- Contacted their Rep for assistance if applicable
- Contacted a project worker for assistance if applicable

Applicants should evidence this on the additional information page contained in the application form, any incomplete forms will be returned back to the applicant.

### **Terms and Conditions**

In February 2014 the Region launched the Regional Learning Fund. The purpose of this fund is to allow GMB members through the process of an application form, apply for educational funding to assist them to advance themselves either in the workplace or outside of employment. The funding is supported through the existing regional branch levy and additional financial resources from within the region itself.

It aims to extend the offer of union membership that is already in existence to consolidate the lifelong learning initiative within the region. Thus growing the union with regards to membership and also as equally important retaining members by assisting them to undertake training with a view to gaining employment.

Please remember to have previously liaised with your workplace Union Learning Representative or Branch Learning Representative, Full-time Officer, Regional Learning Committee, Regional Project or the Learning Coordinator in your area. This must be done prior to applying for funding. It may well be that one of the above could assist you in obtaining the training course that you are about to apply for funding, free of charge in the first instance.

## GMB Fair Processing Notice – GDPR Compliance 24<sup>th</sup> May 2018

GMB are in line and up to date with the new laws and regulations around General Data Protection Regulations (GDPR). GMB have updated their Privacy Policy to take into account the new requirements of the GDPR.

By signing your application form, you allow GMB to retain the information stated on your application form, for more information relating to how and why your data is stored please see below.

### What data is collected?

Unless otherwise agreed with you GMB will not collect any other personal data other than what is stated below. Due to the nature of the course GMB will store special category data such as **ethnic origin, sex, trade union membership** and **health** such as **disability** information. Personal data will include your **full name, date of birth, home address** and **first language**.

### How will your data be used?

GMB collects this data in order to provide you with services you have engaged with GMB to provide. If you do not consent for this information to be stored, then GMB will be unable to provide the services you have requested.

### How long will your data be stored?

All personal data, electronic and paper based, will be processed by GMB staff and uploaded on to membership Systems. Personal data that has come from a paper based source will be confidentially destroyed if no longer needed or kept in a locked location. GMB will store both personal data and special category data for a maximum of 7 years after which it is destroyed should it not be required for the lawful purpose(s) for which it was obtained.

### Who has access to your data?

GMB and 3<sup>rd</sup> parties GMB National Lifelong Learning Project and panel members of the Jo Cox Learning Fund will have access to the data GMB have request to retain. Staff belonging to these 3<sup>rd</sup> parties will have access to your data but to ensure that GMB are in line with the new regulations a disclaimer has been signed by both GMB and the 3<sup>rd</sup> parties that states the data held must not be misused and both parties comply with GDPR. Your data may also be shared with Unionlearn for the purpose of audit.