



SCHOLARSHIP APPLICATION

Scholarship Applicant Privacy & Safeguarding Notice

This notice explains how Hope Valley Scholars Inc. collects, uses, verifies, protects, shares, retains and disposes of information submitted by scholarship applicants and their parents or guardians. It also explains the safeguards that apply when an applicant is under 18.

Your dignity, privacy and safety matter. We collect only the information reasonably needed to evaluate and administer scholarship support, and we do not sell applicant information.

1 Who this notice covers

This notice applies to prospective and current scholarship applicants, accepted scholars, parents or guardians, references and other people whose information is included in an application. It applies to the fillable PDF, online application, supporting documents, interviews, verification and related correspondence.

2 What information we collect

Depending on the application and the student's circumstances, we may collect:

- Identity and contact details, including legal name, preferred name, date of birth, email, telephone number, county and town or area.
- Parent or guardian names, relationships, contact details, occupations or livelihoods and household context.
- School, college or university details; grade, form, course, expected graduation year, attendance history, academic results, awards and admission information.
- Fee statements, outstanding balances, household resources, other assistance and explanations of financial need.
- Personal statements about educational experience, goals, leadership, service, challenges and the expected impact of assistance.
- Reference names, contact details, letters and verification responses.
- A passport-style or headshot photograph for application identification; signatures, consents, application status, correspondence and verification records.

PLEASE DO NOT SEND	National identity numbers, passport scans, banking credentials, passwords, unrelated medical records or other information not requested by Hope Valley Scholars Inc.
ACCURACY	Applicants and guardians should provide current, truthful and complete information and notify us when material information changes.

3 Why we use applicant information

Hope Valley Scholars Inc. uses applicant information only for legitimate scholarship and organizational purposes, including:

- Assessing eligibility, academic promise, verified financial need, educational continuity, character, goals and program fit.
- Contacting applicants and guardians; arranging interviews or assessments; requesting missing documents; and communicating decisions or next steps.
- Verifying information with schools, references, sponsors, bursary providers or other sources named by the applicant.
- Administering awards, approved educational payments, mentorship, academic monitoring, safeguarding and scholar-development activities.
- Preventing fraud or duplicate applications, responding to complaints or appeals, maintaining audit records and meeting legal, financial and governance obligations.
- Preparing de-identified or aggregated reports about program reach and outcomes. These reports should not identify an applicant or scholar unless separate authorization permits it.

4 Who may access or receive information

Access is limited to people with a legitimate need and appropriate confidentiality responsibilities. This may include:

- Authorized Scholarship Committee members, designated staff or Board representatives involved in review, verification, approval, program administration, safeguarding, finance, audit or complaint handling.
- Schools, references and other named sources, but only the information reasonably necessary to verify the application.
- Service providers supporting secure storage, email, document management, technology, accounting or professional advice, subject to appropriate safeguards.
- Government, child-protection, law-enforcement, regulatory or legal authorities when disclosure is required by law, necessary to protect a person, or needed to investigate serious misconduct.

Donors and mentors do not receive an applicant's complete file and may not select recipients, direct scholarship decisions or obtain private access to a child through a donation or service role.

5 Cross-border handling and security

Hope Valley Scholars Inc. is based in the United States and supports students in Kenya. Application information may therefore be accessed, reviewed or stored in the United States and Kenya. We use reasonable administrative, technical and organizational safeguards appropriate to the sensitivity of the information, including limited access, account security, controlled document handling and confidentiality requirements.

No method of transmission or storage can be guaranteed completely secure. If Hope Valley becomes aware of a material incident involving applicant information, it will assess, contain, document and provide notifications when required by applicable law or policy.

6 Email submission precautions

Applicants using the fillable PDF are instructed to email the completed form and requested documents to info@hopevalleyscholars.org. Ordinary email carries privacy and delivery risks. To reduce those risks:

- Send only the completed application and the documents specifically listed in the application checklist.
- Use the subject line 'Scholarship Application - Student's Full Legal Name' and confirm that the recipient address is correct before sending.
- Do not include sensitive identification numbers, banking credentials, passwords or unrelated records in the message or attachments.
- Keep a copy of the sent email and attachments. Contact Hope Valley if confirmation is not received within the stated response period.

Application information is never used as payment for services, sold to data brokers, or provided to donors for independent selection or direct solicitation.

7 Safeguarding applicants and scholars

The best interests, safety, dignity and voice of the child guide decisions involving applicants under 18. Hope Valley Scholars Inc. applies its Child Safeguarding and Protection Policy throughout application review, verification, mentorship, communication, visits, photography, transportation and program activities.

- A parent or legal guardian must provide required information and consent for an applicant under 18, except where applicable law or an approved safeguarding response requires a different approach.
- Applicants are not required to meet privately with a donor, volunteer or mentor as a condition of eligibility or funding.
- Scholar contact must use approved, transparent and supervised channels. Volunteers, mentors and donors may not ask a child to keep communications secret.
- Unapproved transport, overnight stays, private meetings, personal financial arrangements, romantic or sexual conduct, harassment, exploitation, corporal punishment and retaliation are prohibited.
- Scholarship decisions must be free from favoritism, discrimination, conflicts of interest, personal benefit and improper donor or volunteer influence.

8 Photographs, names and stories

A headshot requested with the application is used for identification and file administration. Submitting a photograph does not authorize Hope Valley Scholars Inc. to publish the image, name, school, personal story or other identifying information. Separate Photo & Media Consent is required before public use.

- Media consent must be specific, informed and voluntary; refusal does not reduce scholarship eligibility.
- A parent or guardian must provide the required media authorization for a child, and the child's wishes should be considered in an age-appropriate manner.
- Consent may be withdrawn for future uses, subject to reasonable limits for materials already printed, distributed or lawfully published.

9 Safety disclosures and required reporting

Application narratives should focus on education, financial circumstances, goals and support needs. Applicants should not place graphic details of abuse, exploitation, medical history or immediate danger in an ordinary email or application field. Contact Hope Valley Scholars Inc. so a safer follow-up method can be arranged.

If an application, interview or communication indicates possible abuse, neglect, exploitation, human trafficking, self-harm or another serious safety concern, Hope Valley Scholars Inc. may limit confidentiality and share necessary information with its safeguarding lead, a parent or guardian when safe and appropriate, or relevant child-protection, emergency, law-enforcement or other authorities. Internal reporting never replaces a report required by law.

IMMEDIATE DANGER	Contact the local emergency service, police or child-protection authority in the place where the child is located. Do not wait for an email response from Hope Valley Scholars Inc.
REPORT TO HOPE VALLEY	Email info@hopevalleyscholars.org and write 'Safeguarding Concern' in the subject line. Share only the information reasonably necessary to identify and respond to the concern.
NON-RETALIATION	A person who raises a genuine concern in good faith must not be punished, threatened or disadvantaged for reporting it.

10 Retention and secure disposal

Hope Valley Scholars Inc. retains applicant information only for as long as reasonably necessary for application review, verification, scholarship administration, safeguarding, audit, complaints, legal obligations and the retention periods established in the current Privacy Policy and Document Retention and Destruction Policy.

- Records no longer required are securely deleted, destroyed or de-identified using methods appropriate to their format and sensitivity.
- Hope Valley may retain a limited record of the application outcome, consent, decision rationale or safeguarding action when necessary for accountability, legal compliance or future application integrity.
- Applicant information is not kept indefinitely merely because it may be useful someday.

11 Applicant and guardian choices

Subject to applicable law and reasonable identity verification, applicants or guardians may ask Hope Valley Scholars Inc. to:

- Confirm whether application information is held and request access to or a copy of appropriate records.
- Correct inaccurate or incomplete information and provide updated documents.
- Withdraw optional consent, object to or request restriction of certain processing, or request deletion when the organization is not required to retain the information.
- Ask how a significant decision was made, submit a complaint, or raise a privacy or safeguarding concern without retaliation.

Some information and verification are necessary to evaluate or administer a scholarship. Withdrawing that necessary consent may prevent completion of the application review or continuation of support, but it does not invalidate processing that was lawful before withdrawal.

12 Application decisions and transparency

Submission of an application does not guarantee a scholarship. Decisions depend on verified eligibility, documented need, academic promise, available funding and program capacity. Accepted scholars may be assigned internally to a 'Class of [Year]' group based on verified expected graduation year. This grouping supports mentoring, planning and reporting; it does not limit applications, determine eligibility or guarantee continued funding.

13 Contact and acknowledgment

ORGANIZATION	Hope Valley Scholars Inc.
EMAIL	info@hopevalleyscholars.org
PHONE	+1 (302) 898-6006
WEBSITE	www.hopevalleyscholars.org

Use this application acknowledgment:

I have read the Scholarship Applicant Privacy & Safeguarding Notice. I understand how application information and files may be collected, used, verified, protected, shared, retained and disposed of, and I understand how to raise a privacy or safeguarding concern.

RELATED DOCUMENT

[Hope Valley Scholars Privacy Policy](#)

The full organizational privacy rules and data-handling commitments.

RELATED DOCUMENT

[Child Safeguarding and Protection Policy](#)

The governing standards for protecting children and reporting concerns.

Legal alignment: This notice is designed to support responsible practice under applicable law, including Kenya's Data Protection Act, Kenya's Children Act and child-protection reporting requirements that may apply in the United States. Applicable law and the current approved organizational policies control if a conflict arises.

Last updated: 01/01/2026 | Next scheduled review: 01/01/2027