

## **Privacy Notice for Community Grants**

### **Why are we collecting your personal data?**

Wealden District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to assess and process your application for a community grant. We will only collect the personal data from you we need in order to make this assessment and provide this service to you

### **What is the legal basis for processing your personal data?**

We do this as a task carried out in the public interest and to consider and process your application for a community grant. We will not be able to process your community grant application without the personal data you provide to us.

### **Who will your personal data be shared with?**

To ensure our record keeping is efficient and to be able to provide this service quickly and efficiently, we hold your personal data on our own departmental database. However, we may share your personal data internally for our own data matching exercise, using names, addresses and dates of birth. This helps us to ensure the personal data we hold is accurate and up to date and identify customers by a single customer record.

We may disclose your information to third parties where it is necessary to process your application or to comply with a legal obligation.

We may also use and check your personal data for the investigation and prevention of fraud, anti-social behaviour and criminal activity. This may include sharing your information with police services, credit reference agencies, governmental organisations (e.g., Department for Work and Pensions and HM Revenue and Customs) and other local authorities. We also take part in the National Fraud Initiative's anti-fraud data matching exercise for these purposes.

Where we need to disclose sensitive information to a third party, we will do so once we have obtained your explicit consent or where we are legally required to do so. We may also disclose this information when necessary to protect an individual from harm.

### **We will not**

- Use your personal data for marketing purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of

your personal data.

### **How long will we hold your data for?**

We are required to keep all records relating to grant funding we have provided for ten years from the date of the last payment of the grant. We will only keep your personal data longer if we are required to do so by law.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@wealden.gov.uk](mailto:informationgovernance@wealden.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Kristina Shaw-Hamilton, at [dataprotection@wealden.gov.uk](mailto:dataprotection@wealden.gov.uk).