

Data Protection Privacy Notice

Service: Revenues and Benefits

Team: Community Grants

Processing activity: Processing Community Grant applications

The Data Controller

East Devon District Council's Community Grants team

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing community.grants@eastdevon.gov.uk

The Data Protection Officer

Contactable by emailing dataprotection@eastdevon.gov.uk

Obtaining your personal information

We will collect personal data needed to process the application to the Community Grant Fund. This will include your name, organisational address, contact details and the position you hold within your organisation.

In some cases, and where relevant to your application, you may also need to provide us with details regarding the financial situation of your organisation, including bank statements, details and evidence of the constitution of your company along with evidence of the cost of works you are requesting the funding for, such as quotes and invoices and evidence of payment.

If your application is successful, we will also process details of the number of households/residents your organisation has provided support for, to complete our annual report and for promotional material. Depending on your project these may include details of vulnerable households and the processing of special category information. This information will only be processed with your consent.

Use of your personal information

We are using your personal data to process your application for grant funding and on the basis of our contractual relationship with you.

Where we process special category data, this will only be where it is relevant to the application and will only be processed with your consent.

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the Community Grants team and by officers and Members making up the panel set up to assess your application and to make any award.

Information may also be shared within support services (such as the Legal and Finance teams and third-party payment handlers working on our behalf) where necessary to carry out the purpose.

We may use a third-party software host to collate and store initial applications.

Details about your application will be publicly available online but this will only include

information about the application itself and will not include personal or identifiable data.

Information may also be shared with other EDDC departments especially those offering grant funding schemes and partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the council, unless detailed above.

Retention

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information, please go to our website to view our [Retention schedule](#).

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

Your Rights - Data Subject Access

The UK GDPR provides you with the right to access the personal, special category personal or criminal/law enforcement data the council, as a public authority holds about you.

Upon receipt of a valid request the council will:

- provide you with a response within one month
- let you know if your request is subject to an extension
- make reasonable efforts to comply with the format of your request
- inform you if your request is going to be refused or a charge is payable

We will not disclose:

- any information that relates to a third party as this will breach their rights under UK GDPR/Data Protection Act 2018
- where a professional thinks disclosure would cause serious harm to you or someone else
- information that may hinder the prevention or detection of crime.

Your Rights – Other

In addition to your right of access the UKGDPR gives you the following rights:

- the right to be informed via the council's Privacy Notice
- the right to withdraw your consent. If we are relying on your consent to process your data, then you can remove this at any point
- the right of rectification, we must correct inaccurate or incomplete data within one month
- the right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information. Where your personal data has been shared with others, we will ensure those using your personal data comply with your request for erasure.
- the right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future

Working for East Devon District Council

- the right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked
- the right to object. You can object to your personal data being used for profiling, direct marketing or research purposes
- you have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Where our processing of your personal, special category personal or criminal/law enforcement data is based on your consent, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent, we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on - in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal, special category personal or criminal/law enforcement data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

Unless otherwise stated above you can exercise any of these rights by contacting:

Email: dataprotection@eastdevon.gov.uk

Post: East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Complaints

If you are dissatisfied with the way the Council has used your personal information, then you may wish in the first instance to make a complaint to the Data Protection Officer.

This can be done by;

Writing to: Data Protection Officer, East Devon District Council,
Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk