

Privacy Notice

The Council is required under the General Data Protection Regulation (GDPR) to provide data subjects with key information about how their personal information will be used by the Council.

1. Why do we need your personal data?

The Community Funding and Development Team collect personal data for the following activities:

1. To respond to grant enquiries
2. To process grant applications
3. To process awards, payments and grant agreements
4. To monitor grant awards and ensure public money has been spent for the purpose allocated
5. To provide information about Council grants and voluntary sector support and activities

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

2. Lawful processing & your rights

Legitimate interests of the data controller relates to Activities 1 - 5 above

It is in the Council's legitimate interest to process your personal information for the purposes stated above. We have to be accountable for the work we do and public funds we allocate to voluntary sector organisations. All funds must be spent for the purpose allocated and we need to ensure applications, agreements and monitoring relating to such funding is done fairly, in the public interest, and as the public would expect.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to Erasure** – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained
- **Right to object** - You have the right to object to us processing your personal data
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Personal data of individuals representing an organisation may also be collected on documents relating to the processing of an application such as bank account details and monitoring of awards.

3. Sharing your information

We will not share your personal data with external agencies or individuals. However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies internal audit, regulators or other external bodies for such purposes.

We may share non personal information on some applications with others, for example, Arts Council England

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep the information we hold on you accurate and up to date.

4. Retention of your personal information

We only keep your personal information as long as necessary Please refer to our Retention Policy for more information. We will review mailing lists annually. You can contact us at any point if you no longer want to be informed about grant opportunities.

We will delete enquiry information which did not result in an application after one year

5. Transfer of personal data

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

6. Data Controller & ICO reference

Cambridge City Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Council's Privacy Notice page on the web site.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01223 457000.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO)