

## **UK Community Renewal Fund – Privacy Notice**

### **Data Controller**

The Ministry of Housing, Communities and Local Government (MHCLG) is a data controller for all UK Community Renewal Fund related personal data collected with the relevant forms submitted to MHCLG, and the control and processing of Personal Data.

Inverclyde Council has been designated as a “Lead Authority” in Great Britain for the UK Community Renewal Fund. Each Lead Authority has been invited to run a local bidding process and will be a joint data controller for all UK Community Renewal Fund related Personal Data collected with the forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to MHCLG for consideration.

The local Data Controller for all the information you provide on this form is Inverclyde Council, a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

### **Data Protection Officer**

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

The Data Protection Officer for MHCLG can be contacted at [dataprotection@communities.gsi.gov.uk](mailto:dataprotection@communities.gsi.gov.uk).

### **What information do we need?**

Unless specifically agreed with you, we will only collect personal data about you, which does not include any special categories of personal information about you. The information will include details such as:

- name
- address
- email address
- telephone number
- signature

### **Why we need this information?**

You are giving us your personal information to allow us to administer the application process for the UK Community Renewal Fund. We will use your information to process and administer your application to the Fund, including contacting you about your bid and for monitoring purposes. We may also use it to contact you about matters specific to the Fund. We may also contact you to verify your identity as part of this process, where required, by your preferred method of communication.

## **Legal basis for using information**

Data Protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is Article 6(1)(e) of the UK GDPR which states that processing is necessary for the performance of a task carried out in the public interest.

## **What we will do with your information?**

Your information will be accessed by Council staff who need to use it as part of the process of assessing, selecting, managing and monitoring the UK Community Renewal Fund. Your information will only be shared with other organisations or departments involved in the assessment process. If your bid is ineligible or not shortlisted among those put forward to the MHCLG, your information will remain with Inverclyde Council.

If your bid is successful, your information will be shared with the MHCLG as joint data controller for all UK Community Renewal Fund related personal data collected with the relevant forms and submitted to the MHCLG.

The MHCLG Privacy Policy can be found at [UK Community Renewal Fund: privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/uk_community_renewal_fund_privacy_notice.pdf)

We are legally obliged to safeguard public funds so the Council are required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve the Council services. This data sharing is covered in the Council's full [privacy notice](#) on the Council's website. It also forms part of the Council requirements in line with the Council Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

## **How long will we keep your information?**

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

## **Your Rights**

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

## **Complaints**

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 or visit: [www.ico.gov.uk](http://www.ico.gov.uk)

but you should raise the issue with the Council's Data Protection Officer first.

## **Automated Decision Making**

We will not use your data for any automated decision making.

## **More information:**

For more details on how the Council processes your personal information visit <https://www.inverclyde.gov.uk/site-basics/privacy>. If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.