

Grants to Voluntary Organisations/Grants to Under 19 Sports Groups Privacy Notice

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is 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.

What information do we need?

The personal information you give the Council as part of your application for either Grants to Voluntary Organisations (GTVO) or Under 19's sports grants includes;

- Name (of main contact in the group)
- Position held in the group
- Contact address
- Telephone number
- Email address
- List of people who are authorised to sign cheques on behalf of the applying group
- A copy of the organisations constitution or other governing documents and records of previous 3 meetings (at time of application)
- A copy of the most recent set of audited accounts
- Protection of Vulnerable Groups Membership Numbers for all deliverers/volunteers
- A copy of the groups 'Child Protection Policy'
- Independent referee's name, contact address and telephone number
- Officer Bearers name, contact address and telephone number

Why we need this information?

Your information is being collected to use for the following purposes:

- To enable Inverclyde Council to deal with your application for financial assistance

The legal basis for using you information

Processing is necessary for the performance of a contract carried out between Inverclyde Council and the voluntary organisation/sports club (with Under 19 players/Under 19 section).

What we will do with your information?

All of the information the Council collect from you will be processed by staff in the United Kingdom.

Your information may be shared with the recipients or categories of recipients listed below:-

- By Inverclyde Council staff who need to do so to process your application;
- With other departments within Inverclyde Council and bodies responsible for auditing or administering public funds;
- With Inverclyde Leisure (in respect of Under 19 sports grants); and
- With Inverclyde Council Elected members who will consider your application.

The Council is legally obliged to safeguard public funds so the Council is 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 is 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 Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our 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 Union 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 EU 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?

For the purposes of both funding streams we will keep your information from the time of application, the current year plus six years after which all information is destroyed.

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 and can be found on the following page <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:

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

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, 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 [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.