

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

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to your personal information that we collect and process. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at dataprotection@inverclyde.gov.uk and by telephone on 01475 712498.

We collect and process the following information:

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

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract

- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Not applicable.

More information:

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/privacy

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