**PRIVACY NOTICE**

**UK COMMUNITY RENEWAL FUND IN BLAENAU GWENT**

This privacy notice covers how Blaenau Gwent County Borough Council (as a Data Controller) will collect, use and share your personal data for the purposes of managing the UK Community Renewal Fund in Blaenau Gwent.

**Why we need your information (purpose of processing)**

We collect and use your personal information as an essential part of the UK Community Renewal Fund bidding process, so that we can contact you regarding your bid and for monitoring purposes. If you are successful, it will also be used so that we can pay you your grant. We may also use it to contact you about matters specific to the Fund.

The information that you provide will be processed according to the UK General Data Protection Regulation and the Data Protection Act 2018, the UK Internal Market Act 2020, the Industrial Development Act 1982 and the Local Government Act 2000.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Internal Audit Service within Blaenau Gwent County Borough Council and with The Auditor General for Wales. We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

**What personal data are being collected?**

The categories of personal data being collected are:

* The name of the person managing the bid to the UK Community Renewal Fund on behalf of your organisation;
* Their telephone number (which may be that of your organisation);
* Their email address (which may be that of your organisation);
* Their postal address (which may be that of your organisation);
* The name of your Senior Responsible Officer in respect of the bid.

**What is our legal basis for processing your personal data?**

The UK General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below**:**

Article 6(1)(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

**Who will we share your information with?**

Personal data from shortlisted applications will be shared with the Ministry for Housing, Communities and Local Government, who will act as Joint Data Controllers with Blaenau Gwent County Borough Council in respect of these applications. Please refer to the separate Privacy Notice issued by the Ministry for Housing, Communities and Local Government. This may be found at <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus/uk-community-renewal-fund-privacy-notice>.

In addition, we may need to share your personal data with internal departments, other organisations and third parties, this may include:

* Department for Work and Pensions (DWP)
* Her Majesty’s Treasury (HMT)
* Cabinet Office
* Office of the Secretary of State for Wales
* Office of the Secretary of State for Scotland
* Northern Ireland Office
* Department for Education
* Department for Business, Energy and Industrial Strategy (BEIS)
* Department for Environment, Food and Rural Affairs (DEFRA)
* Department of International Trade

The data may also be shared with departments in the Devolved Administrations (Welsh Government, Scottish Government and Northern Ireland Assembly), and contractors where they are used for monitoring purposes, to evaluate the programme. Their contract will set out what they are permitted to do with personal data.

Blaenau Gwent County Borough Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to us will be used for the prevention and detection of fraud and for auditing purposes both internally and externally. The Council’s Internal Audit Service will share the personal information we have collected from you with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by visiting <https://www.cifas.org.uk/fpn>.

**How long do we keep hold of your information?**

Blaenau Gwent County Borough Council will only keep your information for as long as is necessary. How long this will be will depend whether your bid to the UK Community Renewal Fund is successful. If your bid is shortlisted by Blaenau Gwent County Borough Council for submission to the Ministry for Housing, Communities and Local Government and is awarded funding by the Ministry then your personal data will be held for up to two years from the closure of the bidding process. This is currently estimated to be by the end of July 2023. If your bid is not shortlisted for submission to the Ministry, or if the Ministry decides not to award funding then your personal data will be erased at the conclusion of the bidding process. This is currentl y anticipated to be by the end of July 2021.

Your information will be securely disposed of once it is no longer required.

**Your Rights**

Under the UK General Data Protection Regulation and Data Protection Act 2018, you have rights as an individual including:

* The right to **Rectification** – you have the right to ask to have your information corrected.
* The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
* The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
* The right to **Erasure** - you may request that we erase your personal data however, this may delay or prevent us delivering a service, or continuing to deliver a service. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
* The right to not be subject to **Automated decision making and profiling.**
* The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records

Blaenau Gwent County Borough Council

Civic Centre

Ebbw Vale

NP23 6XB

Email: dataprotection@blaenau-gwent.gov.uk

Telephone: 01495 355080

**Complaints or Queries:**

Blaenau Gwent County Borough Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Steve Berry, Data Protection Officer

Blaenau Gwent County Borough Council

Civic Centre

Ebbw Vale

NP23 6XB

Email: DataProtection@blaenau-gwent.gov.uk

Telephone: 01495 355080

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner’s Office as the statutory body which oversees data protection law:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email: wales@ico.org.uk

Telephone No: 0303 123 1113

**Our Contact Details as Data Controller are:**

Blaenau Gwent County Borough Council, Civic Centre, Ebbw Vale NP23 6XB

Telephone number: 01495 355080 or DataProtection@blaenau-gwent.gov.uk

Our Data Protection Officer’s information is detailed above in the Complaints and Queries section.

**Changes to this privacy notice:**

We keep our privacy notice under regular review.

March 2021