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Service Area: Public Protection
Work Area: Corporate Policy Unit
Contact Details: 01443 866391
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Privacy Notice Name: Privacy Notice – Grants to the Voluntary Sector, Welsh Church Fund and Technical Assistance Fund
Description of Privacy Notice: Privacy Notice for the applicants to the Grants to the Voluntary Sector, Welsh Church Fund or Technical Assistance Fund grant schemes

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process your application for grant funding. Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1f. Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager/Data Protection Officer
Email: dataprotection@caerphilly.gov.uk

Tel: 01443 864322

Details of main users of your information

The Corporate Policy Unit for the purposes of assessing your grant application and making payments to successful applicants.

Details of any sharing of your information within Caerphilly county borough council

Officers within our Corporate Finance and Audit Teams will also have access to your information, for the purposes of the administration of the financial affairs of the Authority and Audit purposes.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

If your grant application is successful, your information will be retained for period of 6 years plus the current year. If your grant information is unsuccessful, your information will be retained for a period of 2 years.

Your Rights (inc. Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request/information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints