

Privacy Notice for Grants

Please Note: This privacy notice should be read in conjunction with the Council's Corporate Notice at www.dover.gov.uk/privacy

Service description

Dover District Council is a controller under Data Protection Legislation.

We provide a range of community-based funding and grants for projects such as community sport and recreational facilities and activities. Other grant funding projects may be added from time to time.

We may administer the application process for a number of Government grant funding initiatives, this may be with a delivery partner.

Processing activity

It is necessary for us to collect and hold personal information about you which will be used for the administration of our grants service.

Information requirements

The types of personal data we process may include:

Community based funding grants

- name (including organisation name), address, telephone number(s), email address
- signature
- main purpose/activities
- general correspondence between you and us on matters related to your application
- bank details
- digital images (to promote our grant schemes)

Government grants

- name of business
- business trading address including postcode
- unique identifier (preferably Company Reference Number if applicable. If not applicable, VAT Registration Number, Self Assessment/Partnership Number, National Insurance Number, Unique Taxpayer Reference, Registered Charity Number)
- high level SIC Code
- nature of business
- date business established
- number of employees
- Council account number e.g. business rates

and/or

- such other information as directed by Government

Other Grants

- applicant's name
- national insurance number
- partner's name if joint application
- DOB
- address
- phone number - to help with contacting if there are any queries on the application
- email address – to help with any queries with the application
- annual income
- annual income of partner if joint application
- specific declarations

Lawful bases – our lawful bases for processing your personal data:

1

- UK GDPR Article 6(1)(e) and section 8(c) of the DPA 2018 - where needed for the performance of a task carried out in the public interest in service to the relevant legislation referred to below;
- UK GDPR Article 9(2)(g) -special category of personal data being sensitive information such as medical/health information identified through disclosure, by the applicant - processing is necessary for reasons of substantial public interest.

pursuant (as applicable) to the:

- Local Government Act 1972 - section 137 (where there is a direct benefit to the area or part of the area or to some or all of the inhabitants and provided there is no alternative power whether limited or conditional or not and no statutory prohibition to the use of this power) (Council related grants)
- Local Government (Miscellaneous Provisions) Act 1976 - section 19 (recreational facilities)
- Local Government Act 2003 (section 31) – (Government grant funding) with ancillary powers confirmed by the Local Government Act 1972 section 111 and Localism Act 2011 section 1

Data sharing - We are required by law to protect the public funds we administer. Your information may be shared with relevant service departments and in relation to community based funding grants.

We may share your information if we are required to do so by law - for example, by court order, or to prevent fraud or other crime. We may also share your information with a number of other organisations for example with the Ombudsmen (where you have complained to the Ombudsmen and we are asked to investigate your complaint). We may share your information with elected Councillors and/or Member of Parliament where you have asked them to represent you.

We may rely on a number of exemptions, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements

Retention period - We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with the retention periods referred to in our relevant Information Asset Registers. All information will be held securely and disposed of confidentially.

Right to object - where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Anonymisation

Your personal information may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data cannot, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in our reports.

Right to object

Where processing your personal information is required for the performance of a public interest task, or legitimate interests (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Further Information

For further information regarding the processing and sharing of your personal data and your rights, please view the Council's Corporate Privacy Notice at www.dover.gov.uk/privacy. This notice is available in other means and languages (e.g., braille or print).

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and for details on your Rights.

You can also contact us by emailing data.protection@dover.gov.uk or calling 01304 872321.

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