

## Community Development Grant Transparency Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

The External Funding Team

[externalfundingteam@wakefield.gov.uk](mailto:externalfundingteam@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The External Funding Team needs to collect the following information about you and has obtained your personal data from your application to the **Community Development Grant**:

Information collected from applications to the **Community Development Grant** will include:

- Name, address, phone numbers and email address of the person responsible for the application;
- Bank Statement for the Voluntary and Community Organisation seeking to benefit from the grant;
- Full bank details including account name, account number and sort code for the Voluntary and Community Organisation wishing to benefit from the grant.
- Policies evidencing the Voluntary and Community Organisation's suitability to deliver a project e.g. insurance and safeguarding policies which may include details of persons responsible for safeguarding;
- A copy of the Voluntary and Community Organisation's constitution with the trustees/committee members names and signatures;
- Signatures from the person responsible for the application and other responsible persons such as the Voluntary and Community Organisation's secretary or treasurer.

We use this information to:

- Appraise the application's robustness against grant criteria;
- Contact the applicant to seek clarification or request further information;
- Contact the applicant to confirm receipt of the application and provide updates;
- Consult with other Council Departments (if applicable) to gather information that will support your application e.g. obtain quotes for building work or permissions to carry out work on Council land or property;
- Confirm that an applicant has a dedicated bank account suitable for the receipt of public funds;
- Transfer grant payments to the applicants dedicated bank account subject to panel decisions.
- To monitor and evaluate the effectiveness and impact of the Community Development Grant Programme and the projects it supports.

To enable us to provide our service to you we will share your information with:

- Panel Members responsible for making grant funding decisions
- Wakefield Council Finance Team for making payments to successful applicants

The information provided on the application form may be shared with the Police, Department of Work and Pensions, HMRC, Cabinet Office, the Serious Fraud Office and Border Control for the purposes of preventing and detecting crime.

Should you decide not to provide any of the information we request from you we would not be able to accept your application.

### **3. What authority does the Council have to collect and use this information?**

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 7 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is that this is the minimum Retention Guideline for Local Authorities for financial records.

Paper application files and completed evaluation forms are stored for up to 1 year from closure of the application file.

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

**Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

**Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

**Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

**Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

**Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.