

Weekly Funding Alert Privacy Notice

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

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

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

The External Funding Team keeps a record of your **name, organisation and email address**.

We use this information to:

- email you information about upcoming external funding opportunities;
- email you to ask if your organisation is applying to specific opportunities so that duplicate or competing applications to the same funder are avoided;
- email you to ask if your organisation wishes to contribute to or work collaboratively on external funding opportunities;
- email you on behalf of other organisations regarding external funding opportunities.

We do not share the information we hold on the Weekly Funding Alert mailing list with anyone else and would not do so without your written permission.

Should you decide not to provide any of the information outlined in Section 2, we will not be able to provide the weekly funding alert service to you.

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

The processing carried out under Article 6 (1(e)) of the General Data Protection Regulation and is in order for the performance of a task in the public interest.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 permanently or until such time as you advise us you no longer wish to be contacted for this purpose(s). It is the responsibility of the data subject to inform the External Funding Team that they no longer wish to receive the Weekly Funding Alert. Once advised, personal information for that data subject will be removed immediately.

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 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 Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.