

## Climate Change Community Grants

### Privacy Notice

Gloucestershire County Council is the data controller for the personal information we collect from you.

This Privacy Notice explains what information we collect about you, how we use it and your information rights.

### What is the legal basis for our use of your personal information?

The information below shows the legal basis we are relying on to use your personal information.

#### **Personal Information (GDPR Article 6):**

Our legal basis for using your personal information is:

Article 6 1(e): Processing is necessary for the performance of task carried out in the public interest.

In line with Section 2B of the Health & Social Care Act 2012: Functions of local authorities and Secretary of State as to improvement of public health:

*(1)Each local authority must take such steps as it considers appropriate for improving the health of the people in its area.*

*(4)The steps that may be taken under subsection (1) also include providing grants or loans (on such terms as the local authority considers appropriate).*

### How we use your information

#### **Why we collect and user your information:**

Gloucestershire County Council will use the information about you to correspond with you about your grant application and to pay the grant to successful applicants.

We may also use your organisations information to better understand the services of the voluntary and community sector in the county.

#### **The information we collect about you:**

Gloucestershire County Council will collect only the personal information we need to perform our functions. We will collect:

- Applicant name
- Applicant position in the organisation
- Organisation address, telephone number and email address.
- We will also collect any required additional supporting information including financial information about the organisation.

## **How long we keep your information for:**

Gloucestershire County Council will keep your personal data for the financial year that the records relate to plus a further 6 years. We are required to keep this information for this long for corporate decision making and HMRC compliance purposes and to comply with the Financial Services Act 1986 and Limitation Act 1980. There may be a legal reason for us to keep it longer, such as if legislation requires us to.

To find further information on how long we keep your information, you can read our retention and disposal schedule at [www.goucestershire.gov.uk/retention](http://www.goucestershire.gov.uk/retention).

## **Who we share your information with:**

To ensure that the scheme is transparent we will make information about which projects have been funded publically available on the council website, this will not include personal information of the applicant.

All expenditure from county council funds is considered to be information that is available to the public. Therefore details of any spending made from the fund will be provided to any internal or external enquirer upon request.

Your personal data may also be shared with regulatory and statutory bodies who assess council performance and financial spend, as well as where required by law, such as to prevent and detect crime or fraudulent activity.

## **Your rights:**

### ***Access to your information:***

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.goucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

### ***Correction of inaccurate information:***

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

### ***The right to be forgotten (erasure):***

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

### ***The right to object:***

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there is compelling legitimate grounds to do so.

## **Using your rights:**

If you wish to use any of these rights, please contact us using one of the methods below:



### **Online:**

<https://www.goucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>



### **In Writing:**

Information Management Service  
Gloucestershire County Council  
First Floor, Block 4(a)  
Shire Hall, Westgate Street  
Gloucester  
GL1 2TG



### **Email:**

[Managemyrequests@goucestershire.gov.uk](mailto:Managemyrequests@goucestershire.gov.uk)



### **How to contact us:**

Please contact us if you have any questions about this privacy notice:

**By email:** [glosclimate@goucestershire.gov.uk](mailto:glosclimate@goucestershire.gov.uk)



### **In writing:**

Climate Change Community Grants  
Sustainability team  
Gloucestershire County Council  
Block 5, Floor 1  
Shire Hall  
Westgate Street  
Gloucester  
GL1 2TG



01452 426480

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing [dpo@goucestershire.gov.uk](mailto:dpo@goucestershire.gov.uk).

### **Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.