

Privacy Notice (How we use your information)

Third Sector Team

Grant Access Point (GAP)

The Council's Finance Regulations require external organisations applying for grants of over £1000, for community-based activity, to be registered with the Grant Access Point (GAP). GAP includes a due-diligence check on the organisation, to ensure it is suitable to receive public funding, has functioning governance and policy, and has appropriate financial systems in place. Any recommendations for any improvements required or suggestions for best practice are made of the process, and registration lasts for 3 years.

We also wish to provide information and news to you about other opportunities which may be of interest to your organisation.

GAP registration is open for all Voluntary and Community Sector (VCS) groups, social enterprises, Community Interest Companies, Charities, Co-operatives that benefit the community (eg Community Benefit Societies). We are aware that some smaller groups may choose to provide personal contact information. This privacy notice is provided for those situations where personal information is provided.

The categories of information that we collect, process, hold and share include:

- Personal information, such as name, postal address, telephone number(s), email address – where you have given us these details as the most appropriate contact method for your organisation
- Bank details (organisational only, not personal banking details), and other relevant organisational documents
- Any information taken from Companies House, the Charity Commission or the Financial Conduct Authority (FCA) that is already in the public domain (such as registered organisation name, sector, address, number of employees, directors and trustees)

Why we collect and hold this information

- We use this personal data in order to: Contact you whilst we process your application.
- Discuss your organisations' documentation, and seek clarity on any questions we may have;

- Provide you with a GAP registration and organisational appraisal;
- Manage our register of organisations who have received GAP registration;
- Provide you with information and news from Kirklees Council groups or organisations, particularly funding, partnership and engagement opportunities (where you have consented to receive this information);
- Provide you with the support you may need to apply to grant schemes;
- Understand trends and current situation of the third sector in Kirklees;
- Provide us with an understanding of the range and scope of third sector organisations so we can better provide support to the sector;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about the future delivery of support services to the third sector.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(a) Your Consent. This relates to providing information and news that may be of interest to your organisation. You are able to remove your consent at any time. You can do this by contacting thirdsector@kirklees.gov.uk

Whilst you remain on our list we will contact you on an annual basis to see if you still wish to remain on our list for news updates

6 (1) (e) Public task

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep personal data such as your name and contact details for the duration of your GAP registration (3 years), and for a further 12 months after this, in order for us to offer you a refresh or renewal of your registration. We will then dispose your information by removing any personal names, contact details from the files electronically.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- For the purpose of administering and allocating funding;
- To verify information provided on funding applications to the Council matches with the Grant Access Point
- To identify and encourage good practice, and undertake audit

We may share this information with other services within Kirklees Council.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:
thirdsector@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.