

## Privacy Notice (How we use your information)

### **Community Plus “Do Something Now” Community Investment Fund**

“Do Something Now” is a Fund of monies (hereafter referred to as the Fund) managed by Community Plus and available for Third Sector voluntary, community groups and small charities to help them deliver projects in Kirklees. The Fund is also sometimes known as the Community Investment Fund, CIF or DSN. Individuals can apply for up to £200 and groups can apply for up to £50,000 to help them run not-for-profit projects which, in turn, will offer support for the population of Kirklees.

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

Information you supply to us as part of your Fund application forms and Grant Award Agreement:

- Name
- Email and postal address
- Phone numbers
- Bank details

#### **Why we collect and hold this information:**

We use this personal data in order to:

- Run a grant funding scheme
- Keep you informed of updates to our grant fund and availability
- Liaise with you about your application for funding
- Support you through the application process
- Liaise with you about funding payments and project monitoring
- Evaluate and improve the performance of our Fund
- Derive statistics which inform decisions about future delivery of our Fund
- Make payments to you via your bank account
- Maintain a record of important Council transactions or decisions

#### **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)(b) We have a contractual obligation**

**6 (1)(c) We have a legal obligation**

**6 (1)(e) We need it to perform a public task**

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns

**How we store your personal information:**

Your information (original copies only) is safely stored on Kirklees Council's secure network drives including Community Plus drive and Accountancy drives (in case of financial payment records)

All financial records information relating to applications and funding will be retained for current year + six years in accordance with relevant legislative / statutory requirements: Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns.

After this time period we will then dispose your information by manual electronic file deletion or automatic file deletion (where this is in operation).

**With whom we may share your information:**

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:

- To facilitate payment of approved funding or to seek repayment of unspent or incorrectly spent funding.
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council.
- Council partners from the Third Sector who perform duties on the Funding Panel representing their organisation on behalf of Kirklees Council. These individuals sign a Terms of Reference which includes a non-disclosure clause in relation to information they are provided in order to make decisions on applications.

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 bank details are not shared outside the Council. Your bank details are only shared internally, as required, to process payments to you and to verify your details with our internal payment systems.

## 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](mailto: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:  
[Community.plus@kirklees.gov.uk](mailto:Community.plus@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](mailto: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.