

## **Privacy Notice (How we use your information)**

### **Prevent Small Grant Scheme**

Kirklees Council at times provides grants to Third Sector partners. For administrative purposes we are required to collect business information from the organisations applying. If successful, we retain this information for contractual purposes. While the majority of this information is public organisational information we are aware that some smaller groups may choose to provide personal contact information. The following statement is provided so that if you provide any personal information, you will know why we collect it and how long we will keep it for.

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

- Personal information (such as name, email address, home address)

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

We use this personal data in order to:

- Provide you with information relating to the funding your organisation has received;
- Provide you with the support you need to deliver your service or project;
- Enable us to carry out specific functions for which we are responsible;
  - Raising a query about a grant you have received
  - Raising a query about the governance of the organisation you have registered with us
  - Circulating to you information relevant to the business of your organisation

### **The lawful basis on which we use this information**

We collect and process information about you under Article 6(1)(b), which says that the processing is necessary for a contract.

### **Storing this information**

If your group or organisation is unsuccessful, we will hold this information for six months from the grant application closing date. After which the information will be electronically deleted and/or paper copies destroyed.

If your group or organisation is successful and we enter into a contractual arrangement with you, we will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the current year plus 6 years under the Local Government Act 2003 Schedule 4 (20) Money in order to comply with statutory requirements.

## Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council – ie. Community Plus, The Democracy Service, Policy and Partnerships
- Other partners – ie. Third Sector Leaders and others as appropriate

## Why we share this information

We share information with other services within Kirklees Council and other partners for various reasons:

- to benefit your group/organisation and seek to help you in finding new business and project opportunities, with partners where you will mutually benefit.
- to raise your voice and influence to feed into local policy and strategy.
- To benefit Kirklees Council and Communities where we can evidence your group/organisation can proactively feed into the Kirklees Outcomes.

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

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: the team on [funding@kirklees.gov.uk](mailto:funding@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

**\*Article 6(1)(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.