

Privacy Notice (How we use your information)

Zero Waste Community Grant Scheme

Kirklees Council wishes to make this small grant available to voluntary and community sector groups and small businesses in Kirklees. For administrative and due diligence purposes we need to obtain information from and about the organisations applying. While the majority of this information is public organisational information, we are aware that some smaller groups may choose to provide personal contact details. 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, position held, telephone number, email and business address)
- Bank details (organisation only) and other relevant documents requested relating to the business / organisation.
- Any information taken from Companies House, the Charity Commission or the Financial Conduct Authority (FCA) or elsewhere that is already in the public domain (such as registered organisation name, sector, address, number of employees, directors and trustees, previous grant awards).

Why we collect and hold this information

We use this personal data in order to:

- Provide you with any support you may need to apply for this grant
- Contact you and check the information you have provided, whilst we process your application
- Discuss your organisations' documentation, and seek clarity on any questions we may have
- Provide you with information relating to the funding your organisation has received.
- Provide you with the support you need to deliver the aims of your grant funding
- Keep in contact with you following the allocation of your grant funding to the extent that is required to meet the agreed reporting period.

- Derive statistics which inform decisions about the future of this grant scheme
- Provide information and news to you about other opportunities which may be of interest to your organisation.

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:

Article 6(1)(b) We collect and process information about you that is necessary for a contract.

How we store your personal information

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

If your group, business or organisation is unsuccessful, we will hold this information for two years from the end of the grant application process. After which the information will be electronically deleted and any paper documents destroyed.

If your group, business or organisation is successful we will keep your personal data for the duration of your grant reporting period, plus the current year and for a further 6 years after this to comply with the Council's record keeping obligations. At the end of this time, your information will be electronically deleted and any paper documents destroyed.

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 your application
- To safeguard children and vulnerable adults.
- To identify and encourage good practice.

We may share this information with:

- Internal Council Teams
- External partners if invited to be on the shortlisting panel and only for the purposes of reading your application.

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 us at: waste.strategy@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.