



SHIRE COMMUNITY GRANTS – OUTCOMES FORM DATA PROTECTION

I understand that I am submitting information regarding outcomes achieved as a result of receiving a grant from the SHIRE Community Grant programme.

Details about your project may be published on our website. This will not include any personal information. Separate permission will be obtained from you for any images we may wish to include as part of this process. We will also send you details about other community funding information, including funding related events being organised by the County Council or its partners and other related information and updates related to Leicestershire Communities. Contact information will not be shared with any third party. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.

Fair Processing

This notice is to tell you about why we need your information and how we will handle it. We collect and use your information for the purposes of the administration, management and provision of the SHIRE Community Grant programme.

Data Protection law allows us to process your information within certain conditions. In this case we are using the performance of a contract as the lawful condition for us to do this.

We need the personal information you are providing in this form so that we can assess your application for a SHIRE Community Grant. If successful, this information will also be used to process, administer and correspond with you regarding your grant.

Sometimes we need to share your information with others. We will only do this where necessary in order to offer you this service or if we are required to do so by law. When it is necessary we may disclose your personal information to our employees, officers and website provider. We do not plan to share it with anyone else or use it for anything else.

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed to access it. We will not send your information outside of Europe. Should your application be successful, the information you provide will be kept for a period of 7 years from the last financial transaction and then destroyed. If not successful, your information will be destroyed within 24 months.

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information, including some around correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases getting your information deleted.

Please let us know if at any time your information needs to be updated:

Email: shiregrants@leics.gov.uk

Phone: 0116 305 7269

Post: Communities Team Room, Room 300B, County Hall, Glenfield, Leicestershire, LE3 8RA.

If you are unhappy with the way your data is being handled, or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team. Email: informationgovernance@leics.gov.uk.

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address is:

The Information Commissioners Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: www.ico.org.uk

Email: casework@ico.org.uk