

# **South Oxfordshire District Council**

## **Community Enablement - Grants Privacy Notice**

South Oxfordshire District Council understands the importance of ensuring that personal data, including sensitive personal data, is always treated lawfully and appropriately and that the rights of individuals are upheld.

You have the right to be informed what the council does with your personal data in accordance with the [Data Protection Act 2018](#) and UK General Data Protection Regulation (GDPR).

### **1. Why do we need your personal data?**

The Community Enablement Team – grants, collect personal data for the following activities:

- To respond to grant enquiries
- To process grant applications
- To process awards, payments and grant agreements
- To monitor grant awards and ensure public money has been spent for the purpose allocated
- To provide information about Council grants and voluntary sector support and activities
- To seek feedback (with consent) in order to monitor and improve our services

### **2. Types of personal data processed**

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

We don't not process any special category or criminal record types of personal data.

### **3. How we collect your data?**

This is the information that you provide to us directly. We are only able to collect your data for the prescribed purposes.

Automated individual decision-making is a decision made by automated means without any human involvement. Additional rules apply to protect individuals if we carry out solely automated decision making. However, this does not apply for processing grant applications.

## 4. Lawful processing and your rights

We will only process your personal data where we have a lawful reason to do so, as set out in article 6 of GDPR. It is in the council's legitimate interest to process your personal information for the purposes stated above. We have to be accountable for the work we do and public funds we allocate to voluntary sector organisations. All funds must be spent for the purpose allocated and we need to ensure applications, agreements and monitoring relating to such funding is done fairly, in the public interest, and as the public would expect.

With regard to the personal data you provide, you have the right to:

- Know what data the council holds about you; best done through a Right of Access request
- Update any incorrect or out of date information, either by amending your own records or asking us to do it on your behalf
- Ask us, where appropriate, to stop processing/using your data temporarily
- Ask us to permanently remove all your personal data from our system/records.

To exercise one of these rights please contact the data protection officer as detailed below in the Data Controller section.

## 5. Keeping your information secure

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

- Encryption on our mobile devices such as laptops
- Access controls on systems
- Security training for all staff

## 6. Sharing your information

To ensure our record keeping is efficient and to be able to provide excellent customer service we hold your personal information in a centralised, online grants system that can be accessed by officers of the council in order to process your application. Whilst we do not publish personal data, we will publish details of grants awarded to voluntary, community and social enterprise organisations on the council's website in order to meet the requirements of the Local Government Transparency Code 2015.

Our software provider Fluent Technology (trading as FlexiGrant) may view your personal information to help us resolve any software issues, but they will not use or access the information outside their contracted work on behalf of the council. We aim to restrict processing of your data to the UK and our cloud based software service is UK based. We ensure there are additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

We may disclose information to third parties where it is necessary to comply with a legal obligation. The council is required by law to protect the public funds they administer. We may use any of the information you provide with other bodies that are responsible for auditing or

administering public funds to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes.

## 7. Retention of your personal information

We only keep your personal information for as long as necessary. We will retain each application for a period of six years plus the current year, from when the last payment was made.

There are exceptions to these timeframes for specific types of grants:

Grants with legal agreements attached will be retained for the length stated within that legal agreement, which may be up to 10 years from the date of commencement.

Capital grants awarded for over £25,000 will be retained for 10 years, in accordance with the standard conditions.

COVID grants awarded to businesses and communities will be retained for 10 years in line with HMRC and BEIS requirements.

## 8. Data Controller & ICO reference

South Oxfordshire District Council is a registered Data Controller with the Information Commissioners Office.

**Data controller name:** South Oxfordshire District Council Registration number: Z6629204

You can find out more about how we handle your data by visiting the Council's Privacy Notice page on the [website](#).

If you believe we have not handled your personal data as we have described here, please contact us by email [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) or write to the Data Protection Officer at South and Vale District Councils, 135 Eastern Avenue, Milton Park, Abingdon, OX14 4SB\_ and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO). You can reach them [through this link to their website](#) or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The council's Data Protection Officer is Patrick Arran who can be contacted via email [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk)

*Last edited 12 July 2022*