

## **Data Protection Privacy Notice**

Service: Organisational Development Service

Team: Grant funding

Processing activity: Applications and awards

### **The Data Controller**

East Devon District Council's Organisational Development Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Protection Officer**

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

### **Obtaining your personal information**

The information we hold about you will be your name and contact details which you will have provided to us when making your application. In some cases, and where relevant to your application, you may also provide us with employment and salary information.

Where relevant to your application, we may also process special category information but this will only be processed with your consent.

### **Use of your personal information**

We are using your personal data to process your application for grant funding and on the basis of our contractual relationship with you.

Where we process special category data, this will only be where relevant to the application, and will only be processed with your consent.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the Organisational Development Service and by officers and Members making up the panel set up to assess your application and to make any award. Information may also be shared within support services (such as the Legal and Finance teams and third party payment handlers working on our behalf) where necessary to carry out the purpose.

We may use a third party software host to collate and store initial applications but these will only be kept for the life of the application.

Details about your application will be publicly available online but this will only include information about the application itself and will not include personal or identifiable data.

Where you are applying to the Communities Together Fund, your application will be shared with Devon County Council who are jointly responsible for processing this application.

Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the council, unless detailed above.

### **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention

schedule. For more information please go to our website to view our [Retention schedule](#)

### **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

### **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

As we are processing your personal data on the basis of contract, you have the right to data portability.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

### **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

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

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)