

## Local Improvement Scheme 2018-21

### Privacy Notice

**Under the Data Protection Act, we (the Council), are obliged to:**

- Only collect information that we need for a specific purpose.
- Keep information secure.
- Ensure information is relevant and up to date.
- Only hold as much information as we need, and only for as long as we need it.
- Allow the subject of the information to see it on request.

When you applied for funding from the Council, to enable us to process your application you provided us with your contact details, which may be classed as 'personal data.'

Your application form will ask you to confirm that you agree to the Council sharing the details of your application with other individuals and organisations involved in the various stages of the Local Improvement Scheme 2018-21 process.

**Nottinghamshire County Council's Privacy Statement explains how we use information about you and how we protect your privacy. The Privacy Statement is available on the NCC website: <http://www.nottinghamshire.gov.uk/global-content/privacy>**

**Please also note that the information that you provide to the Council will be used as follows:**

- a) For all activities in connection with your grant application (e.g. to process your application and notify you of the outcome of your application).\*
  - b) For all activities in connection with the management and administration of the funded project / activity for successful applications (e.g. to monitor the funded project / activity).\*
- \* *This will include sharing the information with individuals and organisations involved in the various stages of the Local Improvement Scheme 2018-21 process.*
- c) To provide information / support and/or services from the team that manages the funding programme that may be of interest to your organisation<sup>†</sup> / the wider voluntary and community sector<sup>†</sup>. For example, to share information about other County Council funding and support opportunities, information about workshops and learning & development opportunities hosted by the County Council Communities Team, information about updates to related Council services, such as Notts Help Yourself, information about consultations, policy updates, reports, newsletters, meetings, etc.



- d) To share information on behalf of other Council colleagues and third party organisations that may be of interest to your organisation<sup>†</sup> / the voluntary and community sector<sup>†</sup>. For example, this may include forwarding information from *other* County Council teams and *other organisations* about funding opportunities from other organisations, forwarding information from other County Council teams and other organisations about consultations, policy updates, reports, newsletters, meetings and training for example.
- e) We might use the data / information provided for reporting, publicity and/or research purposes.
- f) We recognise the need for service user confidentiality and will not request *personal* data relating to service users that could potentially identify an individual - except as required by law or if prior consent has been granted to us. Please note that we will ask for *statistical* data about service users (e.g. the number of service users, the number of service users in particular age categories), but we do not need their personal / identifiable data, such as their name, date of birth etc. When you provide a case study to us, please ensure that it does not include any personal data about service users / clients / members of the public that could identify an individual, unless express prior written permission has been provided by the individual.
- g) We may share the Local Improvement Scheme funding information (including personal information provided about the primary and secondary contacts and the named trustee for the funded project), with other organisations who have a legitimate requirement to access the information and/or for the prevention and detection of crime.

<sup>†</sup> **With regards to the Talented Athletes Fund:** “...that may be of interest to you / athletes / the sports sector...”

## Freedom of Information

Under the Freedom of Information Act 2000, members of the public have the right to request sight of information that we hold (subject to exemptions). This may include information received about funding applications.

**If you have any questions about the Local Improvement Scheme Privacy Notice (or if you wish to opt-out) please contact the Communities Team at: [LIS@nottscc.gov.uk](mailto:LIS@nottscc.gov.uk)**