



Stratford-on-Avon District Council

Privacy Policy

UKSPF Project Applications (December 2022)

Our contact details

Name: Stratford-on-Avon District Council (SDC)

Address: Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX

Phone Number: 01789 267575

E-mail: ukspf@stratford-dc.gov.uk

Website: <https://www.stratford.gov.uk/>

The type of personal information we collect

We currently collect and process the following information:

- Demographic and company information about your organisation or business – Company record numbers
- Contact names
- Names of key leading individuals of the organisation or business
- Contact E-mail addresses
- Possible financial information
- Extended (open-ended) responses that provide context to your responses, especially around the type of project suggested and how it aligns with the purpose of the fund

Note:

At a later stage from year 3 for the People and Skills investment priority:

Lead local authorities are expected to collect National Insurance Numbers (NINO), for individuals who have directly benefitted from the People & Skills interventions, particularly in relation to interventions that result in personal income and labour market outcomes and impacts.

Date: 19/12/2022

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you when you complete the project application form online. Your personal data is collected so we can contact you with information about the programme. For successful applicants, there will be a further grant agreement procedure ahead of awarding any funds.

We may share this information with:

Our commissioned delivery partners who are working with us to design and implement the project application and selection process.

A small group of officers will be assessing received applications to ensure that they meet the required criteria.

Panel members of the LPAG to assess and make recommendations to the SDC for the selection of projects.

The Department for Levelling up, Housing and Communities (DLUHC) may request information about projects as part of the Council's performance, reporting and evaluation obligations.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

Contract: the processing is necessary for us to take specific steps before entering into a contract.

Public task: the processing is necessary for us to perform a task in the public interest and the task or function has a clear basis in law.

Participation is voluntary and you can choose to not answer any of the questions, however if the information is not provided, we will be unable to process project applications as it will be impossible to assess project bids against the relevant criteria.

SDC is the lead authority for the administration of £3.59 millions of government funding for the UK Shared Prosperity Fund (UKSPF) for the local area.

The information we collect will be used to assess the merits of project applications seeking grant funding against set UKSPF criteria, as part of an annual project selection process.

Date: 19/12/2022

To allot this funding, SDC will ask a broad spectrum of organisations to propose projects that could support the delivery of outputs and outcomes identified in its UKSPF Investment Plan, with an open challenge fund process.

In order for the SDC to award the funding, organisations must meet certain criteria, which will involve sharing data about the applicant body.

The process will also provide businesses and organisations with a means of contacting our team with further questions where they feel it to be appropriate.

After awarding the fund to successful applicants, there will be elements of performance monitoring, reporting and evaluation activities that will have to be adhered to, as directed by DLUHC. This may require information to be requested and shared from any selected projects.

We are using the information you give us with your consent. You can withdraw your consent at any time by putting your request in an email to: ukspf@stratford-dc.gov.uk

Note:

People and skills investment priority from Year 3 - 1 April 2024 to 31 March 2025.

How we store your personal information

Your information is securely stored.

We will keep the information you give us within the Council's secure network infrastructure and make sure it can only be accessed by authorised officers.

We keep your name and email address for the length of the programme up to 3 years. Financial information will be retained for up to 7 years for successful applicants on award of the grant.

We will then dispose your information securely and confidentially in line with our data retention policy and practices.

Your data protection rights that shows the varying rights that apply depending on the lawful basis.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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@stratford-dc.gov.uk or write to us at Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX if you wish to make a request.

Date: 19/12/2022

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at data.protection@stratford-dc.gov.uk or by writing to us at:

Stratford-on-Avon District Council
Elizabeth House
Church Street
Stratford-upon-Avon
Warwickshire
CV37 6HX

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>