

UK Share Prosperity Funding Privacy Notice

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), collectively referred to as data protection law.

This privacy notice explains how Newark and Sherwood District Council process personal data to administrate and monitor the delivery of the grant funding.

If you would like more information about the UK GDPR and the Data Protection Act 2018, this can be obtained from the Information Commissioner's Office through their website at <https://ico.org.uk/> or their helpline on 0303 123 1113.

This privacy notice may be updated if processing activities change.

What personal data we collect and process

We collect and process the following categories of personal data:

- Organisation name and person responsible for the delivery of the project
- Contact telephone, email and postal address
- Financial responsible person
- Company registration number (CRN)
- Charity registration number
- UK PRN number
- Evidence of financial standing
- Organisational policies and insurance documents
- National Insurance numbers (NINO)
- Postcodes

We will process your data under Article 6, 1, (b) processing is necessary for the performance of a contract to which the data subject is party.

We collect your personal data from beneficiary and recipients of the grant funding.

Why are we collecting your personal data?

We are collecting your personal data for the purpose of administering and monitoring the delivery of the grant funding.

Who we share your personal data with

We will share your data with **DLUHC** and **UKSPF** so they can administer, monitor, evaluate and effectively assess the outcomes of the range of projects.

We are required to submit data to **DLUHC** and **UKSPF** for three main purposes:

- A programme level oversight of the progress of the UKSPF to assure DLUHC, the Accountable Officer, Ministers and Parliament.
- Support evaluation of the fund, the principles of which are set out in the monitoring and evaluation section and will be expanded upon in the evaluation strategy in the Autumn.
- Monitor that UKSPF monies are being spent on the UKSPF priorities, and that the outputs and outcomes delivered are in line with expectations detailed in investment plans.

How we will process your personal data?

For successful Beneficiary and recipients we will retain your information 7 years.

For unsuccessful applicants, the applications will be retained for the duration of the grant funding.

We may keep your data for longer where we are required to by law.

Exercising your rights

Under the Data Protection Act 2018 and the UK GDPR you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine-readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Data Protection Officer.

Email: privacy@newark-sherwooddc.gov.uk

Complaints, compliments and comments

If you wish to submit customer feedback, please go to the Newark and Sherwood District Council website and use the online feedback form, [Customer feedback | NSDC](#)

You have the right to complain to the Information Commissioner if after contacting me about a data protection concern, you are not satisfied with my response.

Complaints may be submitted to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

or by completing the ICO on line form at <https://ico.org.uk/concerns/handling/>