



WIMBORNE MINSTER TOWN COUNCIL

Privacy Notice for Grant Applications

Wimborne Minster Town Council is the Data Controller under the new data protection law and will use the information you provide on the Grant Aid Application Form in order to contact you about your grant application, request additional information and to award a grant if your application is successful.

What is Personal Data?

The Information Commissioner describes personal data as that which “includes information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.”

In this instance the personal data you provide includes the contact details for the representative of the organisation applying for a grant and whom has signed the declaration on the application form.

How your information will be processed

We will use your information for administrative and management processes to contact you about your grant application and request additional information when assessing and evaluating your application for a grant.

If successful, we will process your information in order to arrange payment of any grant awarded to you. Your information will also be used for audit purposes and to comply with legislation.

We will use the contact details provided to notify you of the next grant aid ‘window’ when the updated Grant Application Packs are available or to inform you of changes to the Grant Aid process.

Please also see the information under the sub-heading Published Information to see how your information is published.

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.wimborne.gov.uk

Legal Basis

The legal basis for processing this data is ‘Legitimate Interest’ in that processing is necessary to process your application.

If your application is successful, the legal basis for processing this data will then be ‘Legal Obligation’ to enable both us and you to fulfil the obligations relating to the grant awarded.

Published Information

The information we will publish includes the name of the organisation to whom any grant is awarded, the amount, their charitable status/registration number, the date of the award and the purpose of the grant. This may also include the name of the representative of the organisation applying for a grant and whom has signed the declaration on the application form.

Some or all of this information will be published in the Agenda for the meeting at which the grant is considered and Minutes of the meeting at which the decision to award a grant is made, our payments schedule, the 'Supporting Notes' submitted to Members as part of the Town Council's Annual Return and in the summary of grants awarded within the financial year. The Town Council is required to publish this information by the Local Government Transparency Code 2015.

Sharing your Personal Data

In addition to the published information listed above, your full application will be shared with the Members of the Town Council, the Town Clerk, Finance Administrator and Internal & External Auditors. It will not be shared further.

Retention of Information

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your Rights

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Contact Details

Our contact details for any queries, are Wimborne Minster Town Council, Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT. Alternatively, you can email office@wimborne.gov.uk or contact the Town Council Office on 01202 881655 Monday to Friday from 9.30am to 1pm.