**Privacy Notice**

Redditch Borough Council is committed to protecting your privacy when you use council services. The Privacy Notice below explains how the Council uses information about you and the ways in which we protect your privacy.

**What is Personal Data?**

Personal data means data which relates to a living individual who can be identified from that data, or from that data and other information which is in the possession of, or is likely to come into the possession of Redditch Borough Council.

**What are your rights?**

You have the right to request the following (the council will consider any request in line with the current regulations):

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object

**Why do we need your personal data?**

The purpose for collecting this personal data is to allocate grants to organisations working in the public interest. The legal basis for this processing is to perform a task in the public interest - we need the data you provide so that we can allocate grants fairly and properly. The data collected may include:

* Name
* Address
* Contact Details

If this data is not provided, grants cannot be awarded.

This information will be accessible by those staff working on grants and other staff members selected to be Officer Grant Panel representatives. Headline data will also be published on the council website. This information will not be shared/sold to any other service/organisation unless we have a duty to do so under law. This data will not be transferred outside of the EEA.

The data will be kept for 6 years after the decision is made whether to award a grant. No decisions around this data are made by automated means. General data protection information relating to the council can be found at

<http://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>

**How can you access the information we hold about you?**

You have the right to ask for all the information we have about you and your services. To make a request for your information email [foi@redditchbc.gov.uk](mailto:foi@redditchbc.gov.uk)

**How can you request for your information to be erased?**

If you want Redditch Borough Council to stop processing an initial application and erase your information, you are entitled to request this under specific circumstances. To make a request please email [foi@redditchbc.gov.uk](mailto:foi@redditchbc.gov.uk)

**How do we keep information secure?**

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

* Encryption
* Access controls on systems
* Security training for all staff

**Data protection Officer (DPO)**

The data controller is Redditch Borough Council and the Data Protection Officer is Deborah Poole who oversees the Information Management team. To contact the DPO or the information management team email [information.management@bromsgroveandredditch.gov.uk](mailto:information.management@bromsgroveandredditch.gov.uk)

**Where can I get advice, or lodge an official complaint?**

For independent advice about data protection, privacy and data sharing issues, or to lodge a complaint if you think your data has been mishandled, you can contact the Information Commissioners Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF - Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit ico.org.uk or email [casework@ico.org.uk](mailto:casework@ico.org.uk)