

# Privacy Notice: Regeneration Economy and Growth: Community Renewal Fund

This Privacy Notice explains your rights and gives you the information you are entitled to under the Data protection Act 2018.

This privacy Notice only applies to personal data which could be used to identify you personally, not the other contents of your UK Community Renewal Fund application.

## Who we are and what we do

Durham County Council is a designated lead authority to submit a bid for the Governments new Community Renewal Fund which can provide investment of up to £3m in 2021-22 for the County to support activities around improving skills, employability, local businesses and communities. For further information see the [Durham County Council website](#).

Durham County Council and the Ministry for Housing, Communities and Local Government (MHCLG) are joint data controllers for UK Community Renewal Fund related personal data collected with the relevant forms submitted to MHCLG and the control and processing of personal data..

The [MHCLG's Privacy Notice](#) provides further information about how MHCLG processes personal information.

## What type of personal information do we collect and how do we collect it?

As part of your Community Renewal Fund application we may collect the following personal data:

- Name
- Address
- Contact details

## What is our lawful basis to obtain and use your personal information?

The Data Protection Legislation sets out when we are lawfully allowed to process your data.

The lawful basis that applies to this processing is Article 6 (1) (e) of the UK GDPR; that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## What is your personal information used for?

Your personal data is being collected as an essential part of the UK Community Renewal Fund bidding process, so that we can contact you regarding your bid and for monitoring purposes. We may also use it to contact you about matters specific to the Fund.

## Will your personal information be shared?

Durham County Council as part of the process of selecting and monitoring the UK Community Renewal Fund will share your personal data with MHCLG.

Data may also be shared with providers or contractors where they are used for monitoring purposes, to evaluate the programme. Their contract will set out what they are permitted to do with personal data.

### **How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

### **How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

If your bid is successful, your personal data will be held for up to two years from the closure of the bidding process. This is currently estimated to be July 2023. As part of the monitoring process, we will contact you regularly to ensure our records are up to date.

Should your bid be unsuccessful, information will be held until the end of March 2022.

### **Personal information processed outside of the UK?**

We do not process your personal data outside of the UK

### **Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

### **What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745