

## **PRIVACY NOTICE – MAYOR’S SMALL GRANTS FUND**

Privacy Notice for the Mayor’s Small Grants Fund which explains details of what information we collect from you, what we do with it and who it might be shared with.

### **Who are we?**

Watford Borough Council (WBC)

WBC is the data controller under the Data Protection Legislation as we collect and process personal information about you in order to provide services and meet our statutory obligations.

Any questions regarding our privacy practices should be sent to:

Data Protection Officer  
Hertfordshire County Council  
County Hall  
Pegs Lane  
Hertford  
SG13 8DE Postal Point: CHN320  
Tel: 01992 588323  
Email: [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk)

### **How do we use your information?**

Processing of your personal data by WBC is necessary to administer the mayor’s small grants fund. Without this information we may not be able to fulfil this task.

### **Why do we collect this information?**

To provide and administer the mayor’s small grants fund to local informal groups, voluntary & community sector organisations, charities, community amateur sports clubs, community interest companies and social enterprises.

### **What information do we collect from you?**

We will only collect personal data about you where it is required for the purposes of administering the mayor’s small grants fund. This may include your name, address, telephone number, email etc. We may also collect information that you feel is sensitive to you. This may include information about your gender, disability, age, ethnicity, sexual orientation etc. This may also include your organisation’s bank details including the account number and sort code.

We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection Law. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website. This authority has a duty to protect the public funds it administers and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering. The Council may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime including fraud or auditing/administering public funds.

### **Who do we share your information with?**

Your personal information will be treated as confidential but it may be shared with other departments within the Council in order to ensure the information you provide relating to your mayor's small grant application is accurate.

The Council may also share your information with any of the following where circumstances allow enabling us to administer the small grants fund effectively:

- Other local authorities
- Statutory Organisations (i.e. Police, schools)
- Health Agencies
- Internal Departments
- Voluntary Sector Organisations and/or Charities
- Local Councillors

We will not disclose your personal information to any third parties for marketing purposes.

### **How long do we store it and is it secure?**

Your mayor's small grants fund application is kept and filed for a period of 6 years from the point of application. All information related to your application will be held securely and destroyed under confidential conditions.

### **Your rights**

You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Further information about your rights is available on the website of the Information Commissioner's Officer [www.ico.org.uk](http://www.ico.org.uk)

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office <https://ico.org.uk/global/contact-us/contact-us-public/public-advice/> or via their helpline 0303 123 1113.