

Who is the Data Controller for the data I provide?

Gloucester City Council are the data controller in relation to the data you provide.

Why we are collecting your data?

We collect types of information (including personal information) from you which is needed in order to process and assess the funding applications made to the Grant Funding Schemes.

What is the legal process for collecting and processing this data?

The purpose of the processing is to use the various information to assess and evaluate the grant applications received for funding.

The legal basis for processing your data is:

- GDPR Article 6(1)(b) is necessary in the performance of a contract or the intention to enter into a contract;
- Article 6(1)(c) processing is necessary for the compliance of a legal obligation to which to controller is subject;
- Article 6 (1) (e) 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.

Data processing

Gloucester City Council will process the Applicant's application information (including personal and supporting information):

- to assess the Applicant's application for funding;
- to create statistical information for reporting purposes; and
- to respond to requests for information received by the Council under Freedom of Information Laws

Who we share your data with and why we will share

- This information must be stored in accordance with all relevant data protection requirements such as the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and shared with Government upon request.
- The Applicant's application information (including personal and supporting information) may be shared with external third parties for verification or assessment purposes e.g. government departments including HMRC or external assessors (under contract with the Council). The information will be used by the Government for monitoring and evaluation purposes, as well as

for the prevention and detection of fraud and/or other criminal activities, and for suspension / recovery of the grant where necessary. The Government may share information for the purpose of counter fraud activity and debt recovery with other government departments, agencies and/or local authorities.

Data retention

Gloucester City Council will retain:

- successful funding application(s) and supporting information (including assessments and personal information) for the funding period and to comply with financial and state aid / subsidy control regulations for the statutory period. Following the expiry of this timescale, the said information will be securely disposed of.
- unsuccessful, withdrawn or ineligible funding application(s) and supporting information (including assessments and personal information) for the statutory. Following the expiry of this timescale, the said information will be securely disposed of.

How will my information be stored?

Secure measures are in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instruction and they are subject to a duty of confidentiality.

Will my data be transferred abroad and why?

No.

What rights do I have when it comes to my data?

You can view the [Gloucester City Council privacy and data protection notices](#), which contain further information on how we collect, use and protect personal data generally, as well as your rights as a data subject.

Further information

The [Information Commissioner's Office has published its own FAQs](#) on data handling during the pandemic.

If you have any concerns or additional questions about how your personal data is handled, please contact the Data Protection Officer at dataprotection@gloucester.gov.uk