



ST HELENS
BOROUGH COUNCIL

Privacy Notice

Sarah Cowley Educational Foundation

The information you have supplied on your Sarah Cowley Educational Foundation Application Form is collected by St. Helens Council, who is the Data Controller for the purposes of the Data Protection Act.

The lawful basis why we collect this information:

St. Helens Council has a duty to protect the funds it manages. The data you provide is processed for the purposes of undertaking a public task, that is administering the assessment of an application for financial support. The information collected is used to ensure the most effective use of available funds, and for the purposes of communicating with you. If it is not supplied, application for support from this fund cannot be processed.

The type of information we collect:

The type of information we collect for this purpose includes personal details; family details; financial details and employment and education details; as set out on the application form. This information will be destroyed after three years from the date of the Sarah Cowley Committee at which the application was considered if unsuccessful, or six years after the date of the expenditure transaction for successful applications.

Who we may share this information with:

The information will be made available to the Sarah Cowley Committee for the purposes of assessing requests for financial assistance. The Sarah Cowley Committee is comprised of ten Elected Members.

Also as previously noted, the Council has a duty to protect the funds it administers and we may use the information provided for the prevention and detection of fraud. We may share this information with other bodies administering public funds solely for these purposes.

Requesting access to your personal data

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations such as local authorities. The data protection legislation gives rights to those individuals whose data is held. These include:

- **Your right of access** - you have the right to ask us for copies of your personal information;
- **Your right to rectification** - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- **Your right to erasure** - you have the right to ask us to erase your personal information in certain circumstances;
- **Your right to restriction of processing** - you have the right to ask us to restrict the processing of your personal information in certain circumstances;
- **Your right to object to processing** - you have the the right to object to the processing of your personal information in certain circumstances; and
- **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Contact / how to complain:

If you have any questions or concerns about the collection, use or disclosure of your personal information, you can contact us at dataprotection@sthelens.gov.uk

You have the right to complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data. The ICO is the United Kingdom's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>