

# **Privacy Notice**

## **Climate Emergency Fund - Application Forms and Funding Agreements**

### **Introduction**

Applications are encouraged from local SME's and community organisations who wish to reduce their carbon footprint.

A total of £120,000 is available for 2021/22, split into two streams:

- Small and medium size enterprises (SMEs')
- Community organisations

### **Information about how we use your personal data**

The council are committed to protecting your privacy when you use our services.

This Privacy Notice explains how the council (as a Data Controller) collects, uses, and protects personal information that we hold. All information is processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations.

You have provided your personal information to: Operations Department, St Helens Borough Council, Hardshaw Brook Depot, Parr Street, St Helens, WA9 1JR

### **Who is the data controller and how can I get in touch?**

St Helens Council is the data controller.

We have appointed a Data Protection Officer who you can contact by email at: [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)

### **What information we collect about you?**

The Operations Department will collect and/or hold some or all the following information about you in relation to your application:

#### **Application forms**

- Personal name, position, and contact details
- Organisation type, company or organisation name, address, and contact details
- Project details
- Expenditure breakdown
- Match funding information (if applicable)

## **Funding agreements**

- Each organisation shortlisted will be asked to complete a funding agreement; this will state your bank account information.

## **Why we collect and use your personal data?**

St Helens Borough Council has overall responsibility for a wide range of public services across our local authority area and it is necessary to collect personal data to enable those services to be delivered, including:

## **Application forms**

- Confirm your identity
- Contact by post, email or telephone
- Understand your needs to provide the services that you request
- Make sure we meet our statutory obligations

## **Funding agreements**

- To enter into, and fulfill an agreement
- Drawing up legal and binding funding agreements
- Prevent and detect fraud and corruption in the use of public funds

## **How we protect and use your information?**

Information we hold about you will be stored securely and will only be made available to those who have a right to see them.

## **Application forms**

Information will be reviewed by relevant council departments (operations and finance) as part of the review panel. Along with the following external agencies:

- Halton and St Helens Voluntary and Community Action
- St Helens Chamber

In each case we will only share the minimum amount of information.

## **Funding Agreements**

Once shortlisting has been completed, finance and legal will carry out their duties including the enforcement of regulations and allocating of funds.

## **The lawful basis for processing your information.**

We process your information for these purposes because it is necessary to carry out the legal functions of administering the service, we provide to you and to keep you informed of any changes:

(a) Contract: the processing is necessary for a contract with an individual, or because they have asked you to take specific steps before entering into a contract.

(b) Public task: the processing is necessary to perform a task in the public interest.

### How long we keep your data?

Data is not held any longer than is necessary and the council follows legal, financial and regulatory requirements as well as professional best practice on how long information should be kept before destruction or archiving.

Service	Maximum Term
Application Forms	6 years plus current financial year
Funding Agreements	6 years plus current financial year

### What rights do I have in relation to my data?

You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate data rectified
- in certain circumstances, have personal data blocked, erased or destroyed

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively if you are not satisfied with the resolution of your complaint then you have the right to complain to the Information Commissioner's Office (Tel: 0303 123 1113, Online: <https://ico.org.uk/>, Post: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF)

### Changes to our Privacy Notice

We regularly review our privacy notice and encourage you to check it from time to time.