



Privacy Notice for Wokingham Without Parish Council Grant Applications

Wokingham Without Parish Council offers grant funding to support organisations providing valuable services to the local community, and who are helping to deliver the council's Strategic Vision. This privacy notice explains how personal data is handled during the grant administration process.

1 What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?

Wokingham Without Parish Council (WWPC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

WWPC complies with its obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We process personal contact data, as provided on grant application forms, in order to evaluate grant applications, make grant payments and collect feedback from grant funded projects.

4 What is the legal basis for processing your personal data?

Processing is carried out as a legitimate interest. We require you to provide certain contact information in order to process your grant application:

- to offer support while making an application
- to ensure applications are endorsed by the appropriate people
- to advise you of the outcome of the grant award process and to make grant payments
- to collate feedback and impact information about projects supported by grant funding

WWPC will publicise grant application and award data from time to time. Projects receiving grants may be the subject of promotional and awareness communications. Such material will either not contain personal data or will only contain personal data with your specific consent.

5. Sharing your personal data

Your contact information, as provided on grant application forms, is made available to members of the Grants Working Group (made up of members of Wokingham Without Parish Council) and with certain WWPC staff connected with the grant application and payment process.



As part of the support and evaluation process we may need to share grant application form data with related grant making bodies or authorities. This is only where necessary to evaluate applications.

6. How long do we keep your personal data?

We keep grant application forms on file for a period of up to six years from the date of application submission or date of last payment, whichever is later.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which WWPC holds about you
- The right to request that WWPC corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for WWPC to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Controller:

Katy Hughes, Clerk to the Council, Wokingham Without Parish Council, The Lodge, Pinewood Centre, Old Wokingham Road, Wokingham, RG40 3AQ

Email: clerk@wokinghamwithout-pc.gov.uk Tel: 01344 771425

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contactus/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.