

# Privacy Notice

## *Stronger Communities*



**This Privacy Notice is designed to help you understand how and why the Stronger Communities Programme processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).**

### **Who are we?**

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Stronger Communities Programme ('the Programme') supports communities to play a greater role in the delivery of services in North Yorkshire. Stronger Communities offers a package of support, including grants, to help ensure there are the capacity and skills available to enable communities to work with the County Council to take a greater role in managing and delivering a range of services, aimed at improving the well-being of people of all ages.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
01609 53 2526

### **What personal information do we collect?**

The Programme collects the following information when you or your organisation contacts us for support:

- Contact details: including full name, address, telephone number and email.
- Organisation name, address, telephone number and email

In addition, for our grant / investment applicants we will ask for the following organisation details:

- Main Contact details: including full name, address, telephone number and email.
- Organisation name, address, telephone number and email.
- Governance information, For example; constitution, articles of association & trust deeds
- Financial / Accounts information
- Bank Details
- Names and, if appropriate, contact details of Trustees / Directors

Generally the information processed by the Programme will be organisational. On some occasions applicants may supply personal email addresses and contact numbers (for example not-for-profits or sole traders). The Programme will keep all information that it processes secure and in accordance with the data protection principles.

### **Why do we collect your personal information?**

The Programme collects your information to determine if your organisation is eligible to receive support from the Programme. We have a responsibility to ensure that resources and funding are used for the intended purposes of the Programme.

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

This information is only used internally within the Programme team or shared with the following as part of carrying out Programme core activities:

- the Council's Financial Services team – to support payments being made (e.g. if grants are made or invoices need paying)
- relevant County Council Service leads – to support with the evaluation of applications and bids

In addition information may be shared with:

- The Council's approved Voluntary and Community Sector Infrastructure Support Organisation – Community First Yorkshire – if they will be part of the support process.
- Appointed evaluation consultant(s) – if required for Programme evaluation.

**Mailing Lists** - we may use your email address to advise you of other relevant information for your organisation. This would be directly linked to the working relationship between your organisation and the Programme.

### **How long do we keep your information for?**

Information related to a grant or contract will be retained for 7 years after the project/agreement or contract end. The Programme will retain other personal contact data for a period of 2 years when we will ask for your permission to update or keep the information.

### **What is our lawful basis for processing your information?**

The programme processes your personal information in order to fulfil contractual requirements or with the intention of entering in to a contract with you.

**For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**