

PRIVACY NOTICE

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

There's something I don't understand

"If you need help in understanding or completing this form, please contact the Economic Growth Service team on telephone number 0300 1234 100 or by emailing stephen.facer@cornwall.gov.uk"

Why do you need my information?

You have asked us to provide you with an Economic Growth Service as part of the Town Vitality Funding Grant, so we need your name, address, phone number and e-mail address. Without them we will not be able to provide you with this service.

How we will use the information about you

The information you provide on this form will be used to process your grant application therefore the processing is necessary to enable a grant award to be considered and if successful awarded.

Cornwall Council is required under Lawfulness of Processing Conditions – Article 6(1)(f)– 'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.'

Cornwall Council processes information provided by an applicant for Town Vitality Funding purposes in order to be able to consider/determine any grant award. Limited personal information is being collected through this application process. If successful, a grant offer letter will be generated using the information provided by the applicant. Town Vitality Funding is discretionary revenue funding to stimulate town centre development opportunities, in line with the eligibility criteria outlined in the Town Vitality Fund application and guidance form. This processing is not part of the Council's statutory function.

Who else will we share your information with?

We will only use this information in conjunction with your Town Centre Revitalisation Fund grant application for Town Vitality Funding. This may include checks with Planning, Housing, Transport and Property Service as part of the grant award scoring process to determine the strategic fit of the application and to determine the level of grant awarded.

Cornwall Development Company, a company wholly owned by Cornwall Council, will also have access to this information as part of the grant application assessment process.

How will we look after your data

- Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

How long will you keep this information for?

- Current year plus 6 years from the date of claim.

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: Data Protection Officer, Assurance, Cornwall Council, County Hall, Truro, TR1 3AY, Tel: 01872 326424, Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/make-a-complaint/>