

## **Your Privacy Information.**

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

## **Your Information**

This Privacy Information relates to the personal information we have collected from your recent request for a grant payment from South Gloucestershire Council. You or a duly authorised member of your business has provided the data to us via an online application form.

You should be aware that the information you have provided contains sensitive data regarding your bank details required for the payment of the grant, if successful.

We have made sure we will use your information according to the UK Data Protection laws by establishing processing is necessary for compliance with a legal obligation to which the controller is subject

The data subject has given **explicit consent** under **GDPR Article 6 1 (a) and Article 9 2 (a)**, to the processing of those personal data for the purpose of receiving a grant payment.

## **How we'll use your information**

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

## **Who we can share your information with**

In order to provide the service you required we will share your information with the following:

- Other South Gloucestershire Council departments

We may share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

## **How long we'll keep your information**

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found here:

<http://www.southglos.gov.uk/documents/Finance-RRS.pdf>

We may retain anonymised information about the service we provided to help us improve our services in the future.

## **Transferring your information overseas**

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

## Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future by using the subject access request form found on the below web page;

<https://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/making-a-freedom-of-information-request/>

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).