**Privacy Notice: Youth Community Fund & Short Breaks Small Grants Programme**

**Purpose of this Privacy Notice**

This privacy notice explains what information we collect about you, how we store this information, how we share this information and how we keep it safe and confidential. We want you to be confident that your information is kept safe, secure and for you to understand how and why we use it.

The Youth Community Fund & Short Breaks Small Grants Programme will support Knowsley’s community and voluntary groups to contribute to the Council priorities set out in the Knowsley Council Plan 2022/25.  The Fund will provide organisations with an opportunity to apply for funds for new project ideas, and funds to sustain and grow established activity.

The [Knowsley Council Plan 2022-2025](https://www.knowsley.gov.uk/knowsleycouncil/media/Documents/The-Knowsley-Council-Plan-2022-accessible.pdf) has a clear vision of “Supporting Knowsley’s People and Communities to Thrive” and is focused around three key priorities:-

* Effective Support for those in Need *(ensuring that all Knowsley residents are able to access the necessary support and services);*
* Inclusive Growth and Skills *(ensuring that all of Knowsley’s communities are able to share in the opportunities from local economic growth – including a focus on improving education and skills levels in the Borough); and,*
* Achieving Net Zero by 2040 *(ensuring that the Council plays a leading role in local action to address the Climate Emergency).*

**Who will own my data once I submit it?**

Knowsley Borough Council (the Council)

**Why do you need my information?**

We require this information to assess your application so that we can:

* Confirm account validity
* Confirm your identity
* Assess submitted applications with our partners.
* Make payments of the grants
* Detect and prevent fraud and errors
* Make sure public money is used correctly

**What allows you to use my information?**

The legal basis which allow the Council to lawfully process the personal data for the purpose of grant funding applications and to share your data with partners listed at Section 3 is:

The UK GDPR **Article 6 (1) (e).**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller from Article 6 and will meet condition.

**Who will my information be shared with?**

The Council, One Knowsley, Knowsley Parent Carer Voice and Knowsley Youth Cabinet. The decision on successful grant awards will also be published at [www.knowsley.gov.uk](http://www.knowsley.gov.uk) as part of the Council Committees.

One Knowsley are the local infrastructure support organisation for Knowsley. Knowsley Parent Carer Voice are the local parent and carer group of children with Special Educational Needs. Knowsley Youth Cabinet consist of a group of young people that ensure Knowsley’s youth voice is heard. All are key partners of the Council. Their knowledge and experience will be valuable in assessing submitted applications. Knowsley Council will only share your data if it is lawful to do so.

Information will be shared internally to other Council teams so they can carry out their roles and support delivery of the grant scheme e.g., revenues and benefits, finance, business support, public health. Your information will not be processed unless it is lawful do so.

**Do I have to provide this information and what will happen if I don’t?**

Providing information is voluntary but, if you are not able to provide some or all the information, we may not be able to process your application for Youth Community Fund & Short Breaks Small Grants Programme grant allocations.

**How long will you keep this data for and why?**

Your personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. Data will only be held for the periods stated in our record retention schedule, after which it will be securely destroyed. Information held for these purposes are stated below, and will be held for the stated periods:

* Grant claims –six years
* Grants and awards –six years
* Charity financial reports –six years
* Charity accounts –six years
* Correspondence –six years

Once retention periods have expired, all information will be permanently deleted from the electronic storage systems noted below.

In the event of an application being unsuccessful, or a funding agreement being terminated before funding is received, all information provided will be retained for a period of one year, after which it will be securely destroyed, unless there is a legal dispute (see below).

Retention will be in line with the Councils retention policy and will be retained in line with Data Protection legislation, your information will not be kept any longer than is necessary for the purpose of this project.

**How will my information be stored?**

Data is stored in Council IT systems. Data is submitted through the Mendix Platform and stored securely within the Mendix Cloud Platform system. All data will also be extracted and stored within a secure SharePoint with limited access. The Council takes data control seriously and has internal policies and controls in place to try to ensure data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees in the performance of their duties.

**Will this information be used to take automated decisions about me?**

No

**Will my data be transferred abroad and why?**

No

**What rights do I have when it comes to my data?**

Under the Data Protection Act (DPA) 2018/ UK General Data Protection Regulation (UK GDPR), you have the following rights with regards to your personal data: -

* The right to subject access – you have the right to see a copy of the personal data that the council holds about you and find out what it is used for.
* The right to rectification – you have the right to ask the council to correct or remove any inaccurate data that we hold about you.
* The right to erasure (right to be forgotten) you have the right to ask the council to remove data that we hold about you.
* The right to restriction – you have the right to ask for your information to be restricted (locked down) on council systems.
* The right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
* The right to object – you have the right to ask the council to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
* The right to prevent automated decision making – you have the right to ask the council to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

To find out more about your rights under the DPA 2018/UK GDPR, please [visit the Information Commissioner’s website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

To request a copy of your data or ask questions about how it is used, please [download a copy of our form](http://www.knowsley.gov.uk/system-pages/privacy-policy#access) and send it to: -   
    
Data Protection Officer   
Knowsley Council   
Municipal Building   
Archway Road   
Huyton   
Liverpool   
L36 9UX

Or email: [Inforights@knowsley.gov.uk](mailto:Inforights@knowsley.gov.uk)

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the council’s Data Protection Team by writing to: -

Data Protection Officer   
Knowsley Council   
Municipal Building   
Archway Road   
Huyton   
Liverpool   
L36 9UX

Or email: [data.protection.officer@knowsley.gov.uk](mailto:data.protection.officer@knowsley.gov.uk)

You also have the right to complain to the Information Commissioner’s Office using the following details: -

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.org.uk](http://www.ico.org.uk/)

**Changes to our Privacy Notice**

We will update this privacy notice from time to time to reflect any changes to our ways of working. Please contact our data protection officer if you would like more information.