

Grants and Funding Team Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for the Grants and Funding Team, and relates to information we send to community stakeholders, which includes representatives of charities, community organisations and social enterprises, along with Town and Parish Councils, plus anyone else who is involved in or interested in delivering community-based projects, including people volunteering in their communities.

What Information do we need from you?

We need to know the following about you: name, email address and the organisation you represent (if applicable).

Why do we need this?

We need this information so that we can send you details about grants and funding opportunities for community-based projects, along with other information about opportunities and items of interest which are deemed relevant and appropriate. This could include (but not limited to):

- Information about events, training, conferences or webinars/online seminars of interest to community stakeholders
- Consultation, engagement and intelligence gathering exercises where the Council (and/or its partners) are interested in the views, feedback and contributions of community stakeholders
- Volunteering opportunities
- Other related information and updates which are deemed relevant for community stakeholders

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using your consent as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because you have given your consent.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 7 years.

What if something changes?

If the information you provided changes or your circumstances change, please contact shiregrants@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.