

The following information applies to Partnerships and Communities including small grant, arts grants, sports grants and commissioning.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Contact Information
Payment information
Organisation details
Images for press releases

“Special” category Information Collected

Equality information

Purpose Collected

We collect this information to process your grant application or tender submission, provide administration for award panels and for payment for successful tenders or applications.

We will use it to monitor performance of the grant or tender process and to ensure you are meeting your obligation under the tender or grant conditions including key performance indicators.

We will use it to communicate with you regarding contact you have had with us and to document your relationship with us.

We may use some of your personal information to publicise grants we have awarded or services we have commissioned through press releases and social media. All awarded grants are published on our website. The information includes the name of the organisation or person (where individuals have applied), amount of grant awarded and the details of the project funded.

With your consent, we will use your information to inform you of grant funding opportunities.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Contract** for grant awards and tender awards.

We will only process your information for marketing with your **Consent**. You can remove your consent at any time by contacting Tamworth Borough Council.

We also may use the personal information you provide us for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5)

Third Parties we might share information with

We will share your personal information with third parties where required by law, where it is necessary to administer grant application or where you have consented for us to do so. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Legal Department
Tamworth Borough Council Finance Department
Tamworth Borough Council Audit Department
Tamworth Borough Council Councillors
Tamworth Herald
Publically as part of a press release

Third-Parties Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

ModGov – The Council's IT provider ModGov may have to access to your personal information on occasions where there is a fault

Pentana- Tamworth Borough Council's IT provider Pentana may have to access to your personal information on occasions where there is a fault.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.