

TOWNS FUND GRANT SCHEME PRIVACY NOTICE

Full Privacy Notice – Towns Fund Grant Scheme

Data Controller

North Lincolnshire Council.

The North Lincolnshire Council Data Protection Officer is Phillipa Thornley who can be contacted as follows:

North Lincolnshire Council
Data Protection Officer
Church Square House - Information Governance Team
30-40 High Street
Scunthorpe
DN15 6NL

Email - informationgovernanceteam@northlincs.gov.uk

Team Contact Details

North Lincolnshire Council – Strategic Housing Team

Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Email: strategic.housing@northlincs.gov.uk

Telephone: 01724 296876

Website: <https://investinnorthlincolnshire.com/funding/transforming-housing>

Purpose of this Privacy Notice

This Privacy Notice tells you what to expect when we are processing your personal data to support the delivery and administration of Towns Fund Grant scheme.

Your data may also be used for statistical, research and fraud prevention purposes.

What do we mean by personal data?

Personal data relates to living persons and is information that can be used to identify an individual such as name, date of birth, address, or postcode.

What do we mean by special category personal data?

The GDPR defines special category data as:

- personal data revealing racial or ethnic origin;
- personal data revealing political opinions;
- personal data revealing religious or philosophical beliefs;
- personal data revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- data concerning health;
- data concerning a person's sex life; and
- data concerning a person's sexual orientation.

Please note that separate rules also apply to personal data about criminal allegations, proceedings, or convictions.

What data do we have?

1. Personal Data

We will process the following personal data:

- Name, address, email address, telephone number and details of property receiving applying for or receiving Towns Fund Grant money. This could be an owned property or a leased property. Where there is also a correspondence address that is different this will be required.
- Where an application is made by a leaseholder, they will need the authority of the occupant/owner. In this case we will hold details of the leaseholder and the owner.
- Where an application is made by the owner of a leased property, they will be required to provide details of the leaseholder.
- Lease or rental agreement and details of remaining term.
- Name of the organisation and details of the business if the application is being made by an organisation rather than an occupant.
- Details about the reason for requesting grant money and what it will and has been used for.
- Total Cost and required financial contribution. Match funding is generally a requirement of this grant scheme.
- Annual accounts from the owner or leaseholder.
- Details about the expected energy, carbon, and cost savings to be delivered by the property improvement.
- Site plans, drawing and elevations.
- Three written quotes for the work and details of the contractor or agent awarded work.
- Status and reference where a planning application, building regulation approval or listed building consent is required.
- Insurance certificate for the property and from the contractor.
- Subsidy control statement that sets out the rules of the scheme.

2. Special Category Personal Data

No special category personal data is requested.

Who do we share your data with?

North Lincolnshire will share your personal data with internal departments and external organisations including:

- Council departments such as planning and building control and the finance department.
- Other parties with an interest in the property and named in the application, such as landlords.
- The funding organisation Home England to demonstrate how the funding has been used.

Your personal data may also be shared with other Government departments where necessary. We may share your data if we are required to do so by law, for example by a court order or to prevent fraud or a crime.

Your personal data will be stored on our secure IT infrastructure provided by our data processor, Microsoft.

How do we get your personal data and why do we have it?

We collect personal data when someone applies to access the scheme.

The lawful basis we are relying on to process personal data is:

(a) Public Interest – Article 6(1)(e)

The processing includes enabling eligible households to apply for funding through the council for the Towns Fund Grant.

Please note that we will not process your personal data for a purpose that is incompatible with the reason it was collected for unless this is allowed or required under Data Protection legislation.

Can I withdraw my consent?

No, because the processing is not on the basis of consent.

How do we store your information and for how long?

Our employees have contractual obligations of confidentiality, enforceable through disciplinary procedures and receive appropriate training on confidentiality and other aspects of Information Governance.

We take organisational and technical measures to ensure the information we hold is secure – such as using secure locations, restricting access to authorised personnel, and protecting personal and confidential information held electronically. We only exchange personal confidential information using secure methods, such as encrypted email.

The full application form is retained by North Lincolnshire Council in accordance with national guidance and our legal obligations. In this instance the council will retain your personal data for a maximum period of 25 years following the close of the scheme. The initial expression of interest form and supporting evidence will be retained for 1 year. Personal data may be anonymised and kept for a longer period, for example for statistical purposes.

Your Data Protection Rights

Under Data Protection law, you have rights including:

- **Your right of access** - to ask us for copies of your personal information.
- **Your right to rectification** - to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at customerservice@northlincs.gov.uk, 01724 297000 or North Lincolnshire Council, Church Square House, 30 – 40 High Street, Scunthorpe, DN 15 6NL if you wish to make a request.

How to Complain

The main point of contact at the council for Data Protection matters is our Data Protection Officer (DPO). If you have any Data Protection concerns about the collection of personal data for COVID19 and wish to make a complaint please contact our DPO, as follows:

Phillipa Thornley

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 297000

Post: North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you remain unhappy you can also complain to the ICO, as follows:

Website: [Information Commissioner's Office](#)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113