**South Ayrshire Grants Privacy Notice**

When you apply for funding from South Ayrshire Grants, you will need to provide us with some personal information.

As the 'data controller' for the personal information - or data - we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for. This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

**Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and supplemented by the Data Protection Act 2018.

**What Personal Data we collect from you?**

You are giving us your personal information to allow us to determine whether your organisation or business is eligible to receive funding from the Grant Fund, and to administer that funding to your organisation or business, where appropriate. The personal data we may collect is as follows. Personal data does not constitute your business or commercial information which you may have also provided as part of your Grant Application.

* Name
* Address (including post code)
* Email Address
* Telephone Number
* Bank Account Details (including documents to verify qualification/enable payment)

**How will we use the information about you?**

We will use the information you provide to process your grant application and to maintain our records.  We may also use your personal data to contact you by post, email, or telephone to progress your grant application, e.g., to request further supporting information; to verify your identity, where required, and to verify the information you have provided; to correctly assess your eligibility to receive funding from South Ayrshire Funds; and to prevent or detect crime, or to protect public funds as permitted by law.

**What is the legal basis for processing (using) your personal data?**

We need your personal data to administer and process your grant application, this processing is necessary to enter into a contract for the provision of grant funding. The processing is necessary for the performance of a contract to which the data subject is party, or in order to take steps at the request of the data subject prior to entering into a contract as per Article 6(1)(b) of the UK GDPR.

**Who we share your information with?**

To ensure that you are complying with the terms and conditions of the grant award, we may need to share your company trading name with the following South Ayrshire Services: Licensing, Planning, Building Standards, Environmental Health, Neighbourhood Services, the Council's Silver Group and Ayrshire Roads Alliance.  We may also share this information, depending on the circumstances of your grant application, with:

* Police Scotland
* Scottish Fire and Rescue Service
* Scottish Ambulance Service
* Visit Scotland
* Creative Scotland
* Marine and Coastguard Agency

We will not share any other personal data you have provided relating to your grant application with the above bodies.

We are also legally obliged to safeguard public funds, so we may require to verify and check your details internally for fraud prevention.  Grant recipients should be aware that details of payments may be disclosed for the purpose of this verification process.  This disclosure may include:

* the name of the payee
* the date
* the sum
* the subject of the payment.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. In order to meet our legal obligations and to promote openness and transparency around the use of public funds.

We may publish a full list of organisations against which a grant has been paid.  If you are a sole trader, this will require your name to be listed in the public domain as a business who has been allocated funding from this Grant Award Scheme.

Details of the Event or Initiative relative to the grant funding may be publicised by South Ayrshire Council as per the terms and conditions of the award letter.  This may include the name and date of the group/organisation, the name of the company and the amount of grant funding allocated to the group/organisation by South Ayrshire.  This would be done through broadcast on television, on the Council's website, in newspapers, press releases and through other media, e.g. the Council's Facebook, Twitter, Instagram and Tiktok.  If you are a sole trader this may mean that your name and contact details, as the business owner, may be shared.

**How long do we keep hold of your information?**

We keep your personal data for no longer than reasonably necessary to deal with your application and to meet our audit and legal requirements We will retain your data in line with our Corporate Retention Schedule as follows:

| **Purpose we collect your personal data** | **Trigger - event that prompts start of retention period** | **How long we hold your data** |
| --- | --- | --- |
| Successful grant application | Award of grant funding | 6 years plus current year |
| Unsuccessful grant application | Decline of grant funding | 1 year |

**What are your rights?**

The lawful basis for processing/using your personal data directly impacts which rights are available to you.  For example, some rights will not apply, when we are processing your information under contract (Article 6 (1) (b)), in this case you do not have the right:

* to object to the processing of your personal information

However, you do have the following rights and can ask us to:

* erase your personal information;
* enable the right to data portability;
* correct your personal information if it is inaccurate;
* complete your personal information if it is incomplete; and
* restrict the processing of your personal information in certain circumstances.

**What are the consequences of failing to provide personal information?**

As the provision of your information to the Council is a contractual requirement, you are obliged to provide the information. Failure to provide this personal information will result in the Council being unable to process your grant application.

**Do you require this statement in a different format?**

Please contact us if you require this information in an alternative format.

**How can you get in touch with us?**

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

 Data Protection Officer

South Ayrshire Council

County Buildings

Wellington Square

Ayr

KA7 1DR

**Email**: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223