

Privacy Notice

Service Area and contact details	
Service Area:	Regeneration Investment & Housing
Contact Details:	Business.services@newport.gov.uk
Privacy Notice Name:	Grant Support – Market Arcade

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

The lawful basis for processing is the performance of a contract (or intention to enter into)

Further details about our legal basis for using your information and the purpose of processing:

The information that you have provided enables us to assess your application for grant funding. We have only asked you for the relevant information that is required to assess your application. The data you have provided will only be used for this purpose.

If an Award of Funding is made your information will form the basis of contract for the duration of 10 years from Project Completion, estimated to be in July 2020.

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

The consequences of not providing the information are as follows:

There is a contractual obligation / requirement for you to provide the information requested. Without your information:

- We will be unable to consider your application for grant funding
- We will be unable to contact you with future funding opportunities
- We will be unable to refer you to any other organisations that may be of further help in regard to your application

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

NCC Regeneration officers and management
NCC Economic Development officers and management

We may share your information within Newport City Council:

Newport City Council Regeneration and Economic Development teams will be the prime recipients and users of your personal data.

Information may be legitimately shared with other Newport City Council departments which are relevant to the nature and response to your request. These include planning, finance and legal departments.

Should you require detailed and current information regarding departments within Newport City Council that have been contacted pursuant to your service request please contact Business.services@newport.gov.uk

We may share your information with other, external organisations:

We may need to share your information, as required, when undertaking due diligence checks in respect of your application e.g. credit reference agencies, insolvency portals, etc

Subject to the status of your application, we will be required to share personal data with external funding partners on request – these currently include the Heritage Lottery Fund and Cadw.

Additionally, from time to time it may be necessary for us to share your personal details with other external organisations in order to fulfil your service request. These include project consultants, Welsh Government, business support organisations (i.e. Wales Co-op, Business Wales, Superfast Business Wales, Business in Focus) etc.

Should you require detailed and current information regarding external organisations outside of Newport City Council that have been contacted pursuant to your service request please contact Business.services@newport.gov.uk

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

Information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the council's complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

If successful in award of grant, we will retain your personal contact information for 10 years from the point of project completion

If you are unsuccessful, we will write to you seeking separate 'Consent' to retain details for future funding or business advice opportunities.

We will retain the non-personal financial information relevant to the projects we assist indefinitely in order to maintain a historical record of regeneration projects.